



Office of the  
State Superintendent of Education

September 30, 2011

Jeffrey Mills  
Director, Food & Nutrition Services  
DC Public Schools  
1200 First Street, NE, 11<sup>th</sup> floor  
Washington, DC 20002

Dear Mr. Mills:

We are pleased to inform you that your application to participate in the National School Lunch Program (NSLP) has been approved. A copy of the School-Year 2011-2012 Application and a copy of your food service contract, if applicable are enclosed for your information and records.

The Office of the State Superintendent of Education through the United States Department of Agriculture (USDA) provides funding for this notice of grant award. **The sub-grantee is required to follow the federal laws, regulations and provisions of the grant agreement in accordance with CFDA #10.555, National School Lunch Program and CFDA #10.553, National School Breakfast Program.** If the sub-grantee expends \$500,000 or more in federal awards during their fiscal year, the sub-grantee is required to have an audit in accordance with OMB Circular A-133.

Reimbursement rates will change in July of each year. Since the number of enrolled children in each eligibility category -free, reduced or paid determines your reimbursement amount it is imperative that you accurately report the number of children on the monthly claim for reimbursement form. If you need technical assistance with completing a claim for reimbursement, please contact Cardell Saunders, Claims Specialist on (202) 724-7893.

This office must be notified in writing within ten days of any changes at your school that affect the NSLP. Some examples of **changes that may occur** include: name of school, principal or director, school address, telephone number, decision not to contract with a Food Service Management Company (FSMC) or vendor and complaints of discrimination made against the school. **Change in personnel overseeing the NSLP in your school, day to day meal services operation and/or claims.**

The Program Specialist assigned to you is Rita Akers. You may contact Ms. Rita Akers on 202-724-7775 with any questions or concerns.

Sincerely,

Sandra Schlicker, PhD  
Director, Wellness and Nutrition Services

Enclosures

Jeffrey Mills  
Director  
DCPS Office of Food & Nutrition Services  
1200 First Street NE, 11th Floor  
Washington, DC 20002

September 29, 2011

Sandra Schlicker  
Director  
OSSE/Wellness and Nutrition Services  
810 1st St, NE - 4th Floor  
Washington, DC 20002

Sandy,

Please accept the attached information which constitutes the District of Columbia Public Schools (DCPS) amendment to its existing free and reduced price policy statement.

**Socioeconomic Data to Support a Provision 2 Extension**

-The DCPS intends to utilize direct certification data from its schools' Provision 2 base year and final year of certification to justify an extension of the classification for its 58 schools to be reconsidered in 2013 and its 8 schools to be reconsidered in 2014. The direct certification list will allow the DCPS to classify the population of its schools as having a declined, stable, negligibly improved, or improved income rate.

**Adherence to Provision 2 Procedures**

-All DCPS Provision 2 schools will maintain the required procedures as outlined in 7 CFR 245(9)(b) to meet the criteria for Provision 2 while classification is maintained.

*Students will not be charged for meals*

- The WebSMARTT point of sale software will automatically classify all students enrolled in a Provision 2 school as requiring no charge. DCPS will verify this procedure during routine monitoring visits and scheduled NSLP reviews.

*Claims based on base year percentages*

- All claims for Provision 2 schools will be filed using the schools' monthly free and reduced percentages from their base year of Provision 2. These rates have been provided to DCPS by OSSE.

*Meal counting and claiming procedure*

Eligibility Documentation

- Free and Reduced base year application data will be accessible through WebSMARTT, the DCPS' point of sale software, or in hard copy on file at the DCPS Food Services headquarters on 3535 V Street NE.

Collection Procedures

- The DCPS will require a cash prepayment to be made prior to purchase of any a la carte items or non-reimbursable adult meals at Provision 2 schools. Prepayments can be made online at MyLunchMoney.com, through a cashless kiosk located in the school (not applicable at all sites), or by bringing a check or cash to the point of sale before, in between, or after meal periods. The DCPS'

DCPS Office of Food and Nutrition Services  
1200 First Street NE, Washington DC 20002, 202-442-5112, [Food.dcps@dc.gov](mailto:Food.dcps@dc.gov)  
[www.dcps.dc.gov/DCPS/foodservices](http://www.dcps.dc.gov/DCPS/foodservices)

prepayment policy will also apply to pricing schools and will limit overt identification of students receiving free and reduced-price meals.


#### Point of Service Meal Counts

- Each school will utilize WebSMARTT, the DCPS' claiming software, as the primary meal counting and claiming system and will use manual claiming as necessitated by food service programs and/or on an as needed basis.<sup>1</sup>
  - Students will be recorded in WebSMARTT using bar-coded and magnetic strip cards (DC One ID).
    - Bar coded cards will be utilized for students in grades PS-5<sup>th</sup>. Magnetic strip cards will be utilized for students in grades 6<sup>th</sup>-12<sup>th</sup>.
    - Food service employees will monitor both systems to ensure that meals counted are reimbursable.
      - If a magnetic strip reader or bar code scanner is unavailable, students will be asked to type their student ID into a point of sale station.
    - Student statuses will not be visible to students in any of the above cases.
  - A roster system will be utilized for manual claiming. School rosters will be pulled directly from WebSMARTT, which is updated on a real-time basis with student eligibility and enrollment information. All rosters will include the following information:
    - School name;
    - Student name (last, first);
    - Student status (coded X,Y,Z);
    - Student ID number;
    - Student grade and/or homeroom; and
    - Date of service

#### Claims Review Process

- Edit check reports will be generated in WebSMARTT daily at each school.
  - These reports will be reviewed daily by the food service vendor Area Director or General Manager;
  - Problems identified will be communicated to the Cafeteria Lead to be corrected;
  - Area Directors or General Managers will sign off on corrected edit checks and provide them to DCPS Regional Managers weekly by close of business on Wednesday;
  - Regional Managers will review the edit checks and communicate all problems to Area Directors or General Managers to be corrected;
  - Regional Managers will sign off on corrected edit checks and provide them to the Manager of Food Services Strategy & Operations weekly by close of business Friday;
  - The Manager of Food Services Strategy & Operations will review the edit checks for errors and correct any remaining errors prior to reporting the consolidated information on the monthly claim form; and
  - The monthly claim form will be verified by the Food Services Manager of Compliance and Special Programs who will review the claim information for a random sample of 12 schools (10% of total).

Sincerely,




























































Jeffrey Mills  
Director, DCPS OFNS

#### Attachments:







































- (A) Provision 2 School Overview
- (B) Provision 2 Public Notification 2011-12

<sup>1</sup> Manual claiming is utilized daily for Breakfast in the Classroom, Grab and Go Breakfast, and Head Start Family Style Meals. Manual claiming is also utilized on an as needed basis due to point of sale breakages or other point of sale service disruptions.

| COMPARE<br>NOW  | SCHOOL                                     | ADDRESS  | PHONE / FAX               | ONLINE   | PRINCIPAL        | GRADE   | ENROLLMENT |
|---|--|--|---------------------------|--|------------------|---|------------|
|    | Aiton Elementary School                    | 533 49th Pl. NE<br>Washington, DC 20019            | 671-6060<br>724-4530 /fax | Website      | Trina Matykhina  | PS-5<br>   | 297        |
|    | Amidon-Bowen Elementary School             | 401 1 St. SW<br>Washington, DC 20024               | 724-4867<br>724-4868 /fax | Website      | Izabela Miller   | PS-5<br>   | 272        |
|    | Anacostia High School                      | 1601 16th St. SE<br>Washington, DC 20020           | 698-2155<br>698-2188 /fax | Website      | Ion Roberts      | PK-5<br>   | 905        |
|    | Ballou High School                         | 3401 4th St. SE<br>Washington, DC 20032            | 645-3400<br>645-3397 /fax | Website      | Rahman Branch    | 9-12<br>   | 1100       |
|    | Ballou-ETAY High School                    | 3401 4th St. SE<br>Washington, DC 20032            | 645-3390<br>645-3935 /fax | Website      | Wilbert Miller   | Adult<br>  | 973        |
|    | Bancroft Elementary School                 | 1755 Newton St. NW<br>Washington, DC 20010         | 673-7280<br>673-6901 /fax | Website      | Zakiya Reid      | PS-5<br>   | 458        |
|    | Barnard Elementary School                  | 430 Decatur St. NW<br>Washington, DC 20011         | 576-1100<br>541-6010 /fax | Website      | Grace Reid       | PS-5<br>   | 439        |
|    | Beers Elementary School                    | 2600 Alabama Ave. SE<br>Washington, DC 20020       | 939-4600<br>645-3225 /fax | Website      | Gwendolyn Payton | PS-5<br>   | 373        |
|   | Benjamin Banneker High School              | 800 Euclid St. NW<br>Washington, DC 20001          | 671-6320<br>673-2331 /fax | Website      | Anita Berger     | 9-12<br>  | 427        |
|  | Brent Elementary School                    | 301 North Carolina Ave. SE<br>Washington, DC 20003 | 698-3363<br>698-3363 /fax | Website    | Peter Young      | PS-5<br> | 327        |
|  | Brightwood Education Campus                | 1300 Nicholson St. NW<br>Washington, DC 20011      | 722-5670<br>576-6168 /fax | Website    | Wanda Fox        | PS-8<br> | 563        |
|  | Brookland Education Campus @ Bunker Hill   | 1401 Michigan Ave. NE<br>Washington, DC 20017      | 576-6095<br>576-1632 /fax | Website    | Donna Pressley   | PS-8<br> | 352        |
|  | Browne Education Campus                    | 850 26th St. NE<br>Washington, DC 20002            | 671-6210<br>724-1530 /fax | Website    | Rashida Tyler    | PS-8<br> | 421        |
|  | Bruce-Monroe Elementary School @ Park View | 3560 Warder St. NW<br>Washington, DC 20010         | 576-6122<br>576-6225 /fax | Website    | Marta Palacios   | PS-5<br> | 421        |
|  | Burroughs Education Campus                 | 1620 Monroe St. NE<br>Washington, DC 20018         | 576-6150<br>541-6477 /fax | Website    | Mary Weston      | PS-6<br> | 335        |
|  | Burrville Elementary School                | 801 Division Ave. NE<br>Washington, DC 20019       | 671-6020<br>724-5578 /fax | Website    | Tui Roper        | PS-5<br> | 350        |
|  | C.H.O.I.C.E. Academy Middle/High School    | 1401 Brentwood Pkwy. NE<br>Washington, DC 20018    | 939-4350<br>673-8123 /fax | Website    | William Chisolm  | 6-12<br> | 30         |
|  | C.W. Harris Elementary School              | 301 53rd St. SE<br>Washington, DC 20019            | 645-3188<br>645-3190 /fax | Website    | Tiffany Clemons  | PS-5<br> | 202        |
|  | Capitol Hill Montessori @ Logan            | 215 G Street NE<br>Washington, DC 20002            | 698-4467<br>698-4533 /fax | Website    | Brandon Eastman  | PS-5<br> | 780        |



| COMPARE<br>NOW              | SCHOOL                            | ADDRESS   | PHONE / FAX              | ONLINE                       | PRINCIPAL              | WARD | GRADE         | ENROLLMENT |
|-----------------------------|-----------------------------------|---|--------------------------|------------------------------|------------------------|------|---------------|------------|
| <b>19</b><br>COMPARE<br>NOW | Cardozo High School               | 1200 Clifton St. NW<br>Washington, DC 20009       | 673-7385<br>673-2232 fax | Website   <a href="#">WS</a> | Gwendolyn Grant        | 1    | 9-12<br>○○○○○ | 627        |
| <b>20</b><br>COMPARE<br>NOW | Cleveland Elementary School       | 1825 8th St. NW<br>Washington, DC 20001           | 939-4380<br>673-6461 fax | Website   <a href="#">WS</a> | Annie Blair            | 2    | PS-5<br>○○○○○ | 295        |
| <b>21</b><br>COMPARE<br>NOW | Columbia Heights Education Campus | 3101 16th St. NW<br>Washington, DC 20010          | 939-7700<br>576-9147 fax | Website   <a href="#">WS</a> | Maria Tukeva           | 1    | PS-5<br>○○○○○ | 1205       |
| <b>22</b><br>COMPARE<br>NOW | Coolidge High School              | 6315 5th St. NW<br>Washington, DC 20011           | 671-6080<br>576-3147 fax | Website   <a href="#">WS</a> | Thelma Jarrett         | 2    | 9-12<br>○○○○○ | 689        |
| <b>23</b><br>COMPARE<br>NOW | Davis Elementary School           | 4430 H St. SE<br>Washington, DC 20019             | 729-4340<br>645-3215 fax | Website   <a href="#">WS</a> | Melinda Riddleprewiger | 7    | PS-5<br>○○○○○ | 180        |
| <b>24</b><br>COMPARE<br>NOW | Deal Middle School                | 3815 Fort Dr. NW<br>Washington, DC 20016          | 939-2010<br>202-1116 fax | Website   <a href="#">WS</a> | Melissa Kim            | 3    | 6-8<br>○○○    | 923        |
| <b>25</b><br>COMPARE<br>NOW | Drew Elementary School            | 5600 Eads St. NE<br>Washington, DC 20019          | 671-6040<br>724-4924 fax | Website   <a href="#">WS</a> | Kimberly Davis         | 7    | PS-5<br>○○○○○ | 191        |
| <b>26</b><br>COMPARE<br>NOW | Dunbar High School                | 1301 New Jersey Ave. NW<br>Washington, DC 20001   | 698-3762<br>673-2233 fax | Website   <a href="#">WS</a> | Stephen Jackson        | 5    | 9-12<br>○○○○○ | 714        |
| <b>27</b><br>COMPARE<br>NOW | Eastern High School               | 1700 East Capitol St. NE<br>Washington, DC 20003  | 698-1500<br>698-4800 fax | Website   <a href="#">WS</a> | Rachel Skerritt        | 6    | 9<br>○        | 167        |
| <b>28</b><br>COMPARE<br>NOW | Eaton Elementary School           | 3301 Lowell St. NW<br>Washington, DC 20008        | 282-0103<br>282-0074 fax | Website   <a href="#">WS</a> | Dale Mann              | 3    | PS-5<br>○○○○○ | 425        |
| <b>29</b><br>COMPARE<br>NOW | Eliot-Hine Middle School          | 1830 Constitution Ave. NE<br>Washington, DC 20002 | 939-5380<br>698-0808 fax | Website   <a href="#">WS</a> | Tynika Young           | 6    | 6-8<br>○○○    | 284        |
| <b>30</b><br>COMPARE<br>NOW | Ellington School of the Arts      | 3500 R St. NW<br>Washington, DC 20007             | 282-0123<br>282-1105 fax | Website   <a href="#">WS</a> | Rory Pullens           | 2    | 9-12<br>○○○○○ | 509        |
| <b>31</b><br>COMPARE<br>NOW | Ferebee-Hope Elementary School    | 3999 Bin St. SE<br>Washington, DC 20032           | 645-5100<br>645-3104 fax | Website   <a href="#">WS</a> | Jeffrey Grant          | 8    | PS-5<br>○○○○○ | 318        |
| <b>32</b><br>COMPARE<br>NOW | Fillmore Arts Center (East)       | 915 Spring Rd. NW 3rd Fl<br>Washington, DC 20010  | 576-9705<br>576-7387 fax | Website   <a href="#">WS</a> | Katherine Lattner      | 4    | No Grades     | N/A        |
| <b>33</b><br>COMPARE<br>NOW | Fillmore Arts Center (West)       | 1819 35th St. NW<br>Washington, DC 20007          | 729-3294<br>724-3680 fax | Website   <a href="#">WS</a> | Katherine Lattner      | 2    | No Grades     | N/A        |
| <b>34</b><br>COMPARE<br>NOW | Francis-Stevens Education Campus  | 2425 N St. NW<br>Washington, DC 20037             | 724-4841<br>724-2957 fax | Website   <a href="#">WS</a> | Maurice Kemnard        | 2    | PS-5<br>○○○○○ | 239        |
| <b>35</b><br>COMPARE<br>NOW | Garfield Elementary School        | 2435 Alabama Ave. SE<br>Washington, DC 20020      | 671-6140<br>698-1614 fax | Website   <a href="#">WS</a> | Angela Tilghman        | 8    | PS-5<br>○○○○○ | 249        |
| <b>36</b><br>COMPARE<br>NOW | Garrison Elementary School        | 1200 S St. NW<br>Washington, DC 20009             | 673-7263<br>673-6920 fax | Website   <a href="#">WS</a> | Rembert Seaward        | 1    | PS-5<br>○○○○○ | 215        |
| <b>37</b><br>COMPARE<br>NOW | H.D. Cooke Elementary School      | 2525 17th St. NW<br>Washington, DC 20009          | 939-5300<br>671-2757 fax | Website   <a href="#">WS</a> | Kathleen Black         | 1    | PS-5<br>○○○○○ | 367        |

| COMPARE<br>NOW  | SCHOOL  | ADDRESS  | PHONE / FAX              | ONLINE   | PRINCIPAL                     | WARD | GRADE               | ENROLLMENT |
|---|---|--|--------------------------|--|-------------------------------|------|---------------------|------------|
|    | <b>Hardy Middle School</b>  | 1819 35th St. NW<br>Washington, DC 20007         | 729-4350<br>673-8123 fax | Website:    | Mary Stefanus                 | 2    | 6-8<br>0000         | 521        |
|    | <b>Hart Middle School</b>   | 601 Mississippi Ave. SE<br>Washington, DC 20032  | 671-6426<br>645-3426 fax | Website:    | Billy Kearney                 | 8    | 6-8<br>00           | 402        |
|    | <b>Hearst Elementary School</b>   | 3950 37th St. NW<br>Washington, DC 20008         | 282-0106<br>282-2303 fax | Website:    | Deborah Bergeron              | 3    | PK-5<br>000000      | 241        |
|    | <b>Hendley Elementary School</b>  | 425 Chesapeake St. SE<br>Washington, DC 20032    | 645-3450<br>645-7098 fax | Website:    | Sean Davis                    | 8    | PK-5<br>000000      | 365        |
|    | <b>Houston Elementary School</b>  | 1100 50th Pl. NE<br>Washington, DC 20019         | 671-6170<br>724-4625 fax | Website:    | Charlotte Whitten-<br>Watkins | 7    | PS-6<br>000000      | 230        |
|    | <b>Hyde-Addison Elementary School</b>                                     | 1219 O St. NW<br>Washington, DC 20007            | 282-0170<br>282-0087 fax | Website:    | Dana Kerenberg                | 2    | PS-5<br>000000      | 272        |
|    | <del>Incarcerated Youth Program<br/>Correctional Detention Facility</del> | 1901 D St. SE<br>Washington, DC 20003            | 698-5978<br>698-6320 fax | Website:    | Soneyrae Lee                  | 6    | PK-5                | 71         |
|    | <b>J.O. Wilson Elementary School</b>                                      | 660 K St. NE<br>Washington, DC 20002             | 698-4733<br>698-4727 fax | Website:    | Cheryl Warley                 | 6    | No Grades<br>000000 | 367        |
|   | <b>Jannet Elementary School</b>   | 4130 Albemarle St. NW<br>Washington, DC 20016    | 282-0110<br>282-0112 fax | Website:   | Norah Lycknell                | 3    | PS-5<br>000000      | 502        |
|  | <b>Jefferson Middle School</b>  | 801 7th St. SW<br>Washington, DC 20024           | 729-3270<br>724-2459 fax | Website:  | Patricia Pride                | 6    | PK-5<br>0000        | 279        |
|  | <b>Johnson, John Hayden Middle School</b>                                 | 1400 Bruce Pl. SE<br>Washington, DC 20020        | 939-3140<br>645-5882 fax | Website:  | Carol Campbell-<br>Fullard    | 3    | 6-8<br>0000         | 260        |
|  | <b>Kelly Miller Middle School</b>   | 301 49th St. NE<br>Washington, DC 20019          | 388-6876<br>727-8330 fax | Website:  | Abdullah Zaki                 | 7    | 6-8<br>0000         | 379        |
|  | <b>Kenilworth Elementary School</b>                                       | 1200 44th St. NE<br>Washington, DC 20019         | 724-4643<br>724-3890 fax | Website:  | Fatima Johnson                | 7    | PS-5<br>000000      | 178        |
|  | <b>Ketcham Elementary School</b>  | 1919 15th St. SE<br>Washington, DC 20020         | 698-1122<br>698-1113 fax | Website:  | Tandi Tyler                   | 8    | PS-5<br>000000      | 255        |
|  | <b>Key Elementary School</b>  | 5001 Dana Pl. NW<br>Washington, DC 20016         | 729-3280<br>282-0168 fax | Website:  | David Lunderyou               | 3    | PS-5<br>000000      | 365        |
|  | <b>Kimball Elementary School</b>  | 3375 Minnesota Ave. SE<br>Washington, DC 20019   | 671-6260<br>845-3147 fax | Website:  | Shella West Miller            | 7    | PK-5<br>000000      | 309        |
|  | <b>King Elementary School</b>   | 3200 6th St. SE<br>Washington, DC 20032          | 939-4900<br>645-7308 fax | Website:  | Ann Daniels                   | 8    | PS-5<br>000000      | 375        |
|  | <b>Kramer Middle School</b>   | 1700 Q St. SE<br>Washington, DC 20020            | 939-3150<br>698-1171 fax | Website:  | Kwame Simmons                 | 8    | PS-6<br>0000        | 274        |
|  | <b>Lafayette Elementary School</b>  | 5701 Broad Branch Rd. NW<br>Washington, DC 20015 | 282-0116<br>282-1126 fax | Website:  | Lynn Main                     | 6    | 6-8<br>000000       | 682        |

| COMPARE<br>NOW | SCHOOL                                 | ADDRESS   | PHONE / FAX              | ONLINE                         | PRINCIPAL                  | WARD | GRADE                   | ENROLLMENT |
|----------------|--|---|--------------------------|--------------------------------|----------------------------|------|-------------------------|------------|
| COMPARE<br>NOW | Langdon Education Campus               | 1900 Evans St. NE<br>Washington, DC 20018         | 576-6048<br>576-7976 fax | Website   <a href="#">W.F.</a> | Barbara Campbell           | 5    | PS-8<br>000000<br>0000  | 414        |
| COMPARE<br>NOW | Langley Education Campus               | 101 T Street NE<br>Washington, DC 20002           | 576-6034<br>576-7369 fax | Website   <a href="#">W.F.</a> | Kelvin Moore               | 5    | PS-8<br>000000<br>0000  | 180        |
| COMPARE<br>NOW | LaSalle-Backus Education Campus        | 501 Riggs Rd. NE<br>Washington, DC 20011          | 671-6340<br>541-3659 fax | Website   <a href="#">W.F.</a> | Richard Rogers             | 4    | PS-8<br>000000<br>0000  | 301        |
| COMPARE<br>NOW | Leckie Elementary School               | 4201 M.L. King Ave. SW<br>Washington, DC 20032    | 645-3330<br>645-3331 fax | Website   <a href="#">W.F.</a> | Jermall Wright             | 8    | PS-6<br>000000<br>0000  | 343        |
| COMPARE<br>NOW | Ludlow-Taylor Elementary School        | 659 G St. NE<br>Washington, DC 20002              | 698-3244<br>698-3250 fax | Website   <a href="#">W.F.</a> | Carolyn Cobbs              | 8    | PS-5<br>000000<br>0000  | 226        |
| COMPARE<br>NOW | Luke C. Moore High School              | 1001 Monroe St. NE<br>Washington, DC 20017        | 281-3600<br>526-5022 fax | Website   <a href="#">W.F.</a> | Azalia Hunt-Speight        | 5    | PS-5<br>000000<br>0000  | 311        |
| COMPARE<br>NOW | M.C. Terrell/McGowen Elementary School | 3301 Wheeler Rd. SE<br>Washington, DC 20032       | 645-3740<br>645-7322 fax | Website   <a href="#">W.F.</a> | Atasha James               | 8    | PS-12<br>000000<br>0000 | 255        |
| COMPARE<br>NOW | MacFarland Middle School               | 1400 Iowa Ave. NW<br>Washington, DC 20011         | 576-6207<br>576-6212 fax | Website   <a href="#">W.F.</a> | Andre Samuels              | 4    | PS-6<br>000000<br>0000  | 100        |
| COMPARE<br>NOW | Malcolm X Elementary School            | 1351 Alabama Ave. SE<br>Washington, DC 20032      | 645-3409<br>645-7219 fax | Website   <a href="#">W.F.</a> | J. Harrison Coleman        | 8    | PS-5<br>000000<br>0000  | 239        |
| COMPARE<br>NOW | Mamie D. Lee School                    | 100 Gallatin St. NE<br>Washington, DC 20011       | 576-6090<br>576-6386 fax | Website   <a href="#">W.F.</a> | Savetria Francis           | 5    | PS-5<br>000000<br>0000  | 83         |
| COMPARE<br>NOW | Mann Elementary School                 | 4430 Newark St. NW<br>Washington, DC 20016        | 282-0126<br>282-0128 fax | Website   <a href="#">W.F.</a> | Liz Whisman                | 3    | PK-5<br>000000<br>0000  | 274        |
| COMPARE<br>NOW | Marie Reed Elementary School           | 2201 18th St. NW<br>Washington, DC 20009          | 673-7368<br>673-3410 fax | Website   <a href="#">W.F.</a> | Eugene Pinkard             | 1    | PS-5<br>000000<br>0000  | 374        |
| COMPARE<br>NOW | Marshall Elementary School             | 3109 Fort Lincoln Dr. NE<br>Washington, DC 20018  | 576-8900<br>576-7932 fax | Website   <a href="#">W.F.</a> | Sharon Wells               | 5    | PS-5<br>000000<br>0000  | 140        |
| COMPARE<br>NOW | Maurry Elementary School               | 1250 Constitution Ave. NE<br>Washington, DC 20002 | 698-3638<br>698-3844 fax | Website   <a href="#">W.F.</a> | Carolynne Albert-Garvey    | 4    | PS-5<br>000000<br>0000  | 289        |
| COMPARE<br>NOW | McKinley Technology High School        | 151 T St. NE<br>Washington, DC 20002              | 281-3950<br>576-6279 fax | Website   <a href="#">W.F.</a> | David Pinder               | 5    | PS-5<br>000000<br>0000  | 689        |
| COMPARE<br>NOW | Miner Elementary School                | 601 15th St. NE<br>Washington, DC 20002           | 397-3960<br>724-4957 fax | Website   <a href="#">W.F.</a> | Lavonne Taliaferro Bunch   | 8    | PS-5<br>000000<br>0000  | 496        |
| COMPARE<br>NOW | Moten Elementary School @ Wilkinson    | 2336 Pomeroy Rd. SE<br>Washington, DC 20020       | 698-1111<br>698-1112 fax | Website   <a href="#">W.F.</a> | Margaret Stephens-Aliandre | 8    | PS-5<br>000000<br>0000  | 367        |
| COMPARE<br>NOW | Murch Elementary School                | 4810 36th St. NW<br>Washington, DC 20008          | 282-0130<br>282-0132 fax | Website   <a href="#">W.F.</a> | Chris Cebrynski            | 3    | PK-5<br>000000<br>0000  | 520        |
| COMPARE<br>NOW | Nalle Elementary School                | 219 50th St. SE<br>Washington, DC 20019           | 671-6280<br>645-3196 fax | Website   <a href="#">W.F.</a> | Rita Burke                 | 7    | PS-5<br>000000<br>0000  | 327        |

Logan  
Montessori

215 G. St. NE  
WASH. DC

| COMPARE<br>NOW | SCHOOL   | ADDRESS   | PHONE / FAX              | ONLINE        | PRINCIPAL                 | WARD | GRADE               | ENROLLMENT |
|----------------|--|---|--------------------------|---------------|---------------------------|------|---------------------|------------|
| COMPARE<br>NOW | Noyes Education Campus   | 2725 10th St. NE<br>Washington, DC 20018            | 201-2580<br>576-7397 fax | Website   PDF | Winton Cox                | 5    | PS-8<br>0000000000  | 413        |
| COMPARE<br>NOW | Orr Elementary School  | 2200 Minnesota Ave. SE<br>Washington, DC 20020      | 671-6240<br>645-3292 fax | Website   PDF | Michelle Edwards          | 8    | PS-8<br>0000000000  | 292        |
| COMPARE<br>NOW | Oyster-Adams Bilingual School                                  | 2801 Calvert St. NW<br>Washington, DC 20008         | 671-6130<br>671-3087 fax | Website   PDF | Monica Aguirre            | 3    | PS-8<br>0000000000  | 662        |
| COMPARE<br>NOW | Patterson Elementary School                                    | 4399 South Capitol Terr. SW<br>Washington, DC 20032 | 939-5280<br>645-3851 fax | Website   PDF | Victoria Privott          | 8    | PK-8<br>0000000000  | 371        |
| COMPARE<br>NOW | Payne Elementary School  | 1445 C St. SE<br>Washington, DC 20003               | 698-3262<br>698-3263 fax | Website   PDF | Violeta Scott-Marcus      | 5    | PS-6<br>0000000000  | 245        |
| COMPARE<br>NOW | Peabody Elementary School                                      | 425 C St. NE<br>Washington, DC 20002                | 698-3277<br>698-3275 fax | Website   PDF | Dawn Clemens              | 6    | PS-5<br>0000000000  | 150        |
| COMPARE<br>NOW | Phelps Architecture, Construction, and Engineering High School | 704 26th St. NE<br>Washington, DC 20002             | 729-4360<br>442-8438 fax | Website   PDF | Michael Johnson           | 5    | PS-K<br>0000000000  | 300        |
| COMPARE<br>NOW | Plummer Elementary School                                      | 4601 Texas Ave. SE<br>Washington, DC 20019          | 939-4360<br>645-3176 fax | Website   PDF | Christopher Gray          | 7    | PS-5<br>0000000000  | 222        |
| COMPARE<br>NOW | Powell Elementary School                                       | 1350 Upshur St. NW<br>Washington, DC 20011          | 671-6270<br>576-7155 fax | Website   PDF | Janetee Docal             | 4    | PS-5<br>0000000000  | 286        |
| COMPARE<br>NOW | Prospect Learning Center                                       | 920 F St. NE<br>Washington, DC 20002                | 548-4390<br>698-5073 fax | Website   PDF | Koesha Rlythe             | 5    | PS-4<br>0000000000  | 86         |
| COMPARE<br>NOW | Randle Highlands Elementary School                             | 1650 30th St. SE<br>Washington, DC 20020            | 729-3250<br>645-3911 fax | Website   PDF | Tracy Foster<br>(Interim) | 7    | PS-5<br>0000000000  | 403        |
| COMPARE<br>NOW | Raymond Education Campus                                       | 915 Spring Rd. NW<br>Washington, DC 20010           | 576-6236<br>576-7275 fax | Website   PDF | Natalie Hubbard           | 5    | PS-8<br>0000000000  | 400        |
| COMPARE<br>NOW | River Terrace Elementary School                                | 420 34th St. NE<br>Washington, DC 20019             | 724-4589<br>724-5606 fax | Website   PDF | Shannon Foster            | 7    | PS-8<br>0000000000  | 142        |
| COMPARE<br>NOW | Ron Brown Middle School  | 4800 Meade St. NE<br>Washington, DC 20019           | 724-4632<br>724-1635 fax | Website   PDF | Darrin Slade              | 7    | PS-5<br>0000000000  | 197        |
| COMPARE<br>NOW | Roosevelt High School  | 4301 13th St. NW<br>Washington, DC 20011            | 576-6130<br>541-6449 fax | Website   PDF | Ivor Mitchell             | 4    | 6-8<br>0000000000   | 646        |
| COMPARE<br>NOW | Roosevelt STAR High School                                     | 4301 13th St. NW<br>Washington, DC 20011            | 576-8399<br>576-8478 fax | Website   PDF | Seon Yisrael              | 3    | PS-12<br>0000000000 | 669        |
| COMPARE<br>NOW | Ross Elementary School   | 1730 R St. NW<br>Washington, DC 20009               | 673-7200<br>673-6644 fax | Website   PDF | Holly Saarl               | 2    | Adult<br>0000000000 | 153        |
| COMPARE<br>NOW | Savoy Elementary School  | 2400 Shannon Pl. SE<br>Washington, DC 20020         | 939-2000<br>535-1415 fax | Website   PDF | Patrick Pope              | 5    | PK-5<br>0000000000  | 372        |
| COMPARE<br>NOW | School Without Walls High School                               | 2130 G St. NW<br>Washington, DC 20037               | 645-9690<br>724-8536 fax | Website   PDF | Richard Trogisch          | 1    | PS-5<br>0000000000  | 468        |

| COMPARE<br>NOW | SCHOOL                                | ADDRESS  | PHONE / FAX              | ONLINE  | PRINCIPAL                   | WARD | GRADE                             | ENROLLMENT |
|----------------|---------------------------------------|--|--------------------------|---------|-----------------------------|------|-----------------------------------|------------|
| COMPARE<br>NOW | School-Within-School @ Peabody        | 425 C St NE<br>Washington, DC 20002              | 698-3283<br>727-9276 fax | Website | John Borot (Lead Teacher)   | 6    | PK-K                              | 84         |
| COMPARE<br>NOW | Seaton Elementary School              | 1503 10th St NW<br>Washington, DC 20001          | 673-7215<br>673-7216 fax | Website | Douglas Rice                | 2    | PK-K<br>000000                    | 279        |
| COMPARE<br>NOW | Sharpe Health School                  | 4300 13th St NW<br>Washington, DC 20011          | 576-6161<br>576-6166 fax | Website | Savehria Francis            | 4    | PS-5<br>000000<br>000000<br>PK-12 | 100        |
| COMPARE<br>NOW | Shaw Middle School @ Garnet-Patterson | 2001 10th St NW<br>Washington, DC 20001          | 673-7329<br>673-6543 fax | Website | Kimberly Douglas            | 1    | 0000<br>6-8                       | 188        |
| COMPARE<br>NOW | Shepherd Elementary School            | 7800 14th St NW<br>Washington, DC 20012          | 576-6140<br>576-7578 fax | Website | Jamie Miles                 | 8    | PK-5<br>000000                    | 382        |
| COMPARE<br>NOW | Simon Elementary School               | 401 Mississippi Ave. SE<br>Washington, DC 20032  | 645-3360<br>645-3359 fax | Website | Adelaide Pfanner            | 3    | PS-5<br>000000<br>0               | 293        |
| COMPARE<br>NOW | Smothers Elementary School            | 4400 Brooks St. NE<br>Washington, DC 20019       | 939-3600<br>724-2377 fax | Website | Shannon Feinblatt           | 7    | PS-5<br>000000<br>000000          | 222        |
| COMPARE<br>NOW | Sousa Middle School                   | 3650 Ely Pl. SE<br>Washington, DC 20019          | 729-3260<br>645-0456 fax | Website | Clarence Humes<br>(Interim) | 7    | PS-5<br>0000<br>6-8               | 282        |
| COMPARE<br>NOW | Spingarn High School                  | 2500 Benning Rd. NE<br>Washington, DC 20002      | 724-4625<br>724-8746 fax | Website | Gary Washington             | 5    | 000000<br>9-12                    | 551        |
| COMPARE<br>NOW | Spingarn-ETAY High School--           | 2500 Benning Rd. NE<br>Washington, DC 20002      | 724-4538<br>724-4461 fax | Website | Gary Washington             | 5    | Adult                             | 284        |
| COMPARE<br>NOW | Stanton Elementary School             | 2701 Haylor Rd. SE<br>Washington, DC 20020       | 671-6180<br>645-3264 fax | Website | Caroline Jobe               | 6    | PS-5<br>000000<br>000000          | 391        |
| COMPARE<br>NOW | Stoddert Elementary School            | 4001 Calvert St. NW<br>Washington, DC 20007      | 671-6030<br>282-0145 fax | Website | Marjorie Cuthbert           | 3    | PS-5<br>000000<br>000000          | 324        |
| COMPARE<br>NOW | Stuart-Hobson Middle School           | 410 E St NE<br>Washington, DC 20002              | 671-6010<br>698-4726 fax | Website | Dawn Clemens                | 6    | PK-5<br>0000<br>6-8               | 428        |
| COMPARE<br>NOW | Takoma Education Campus @ Meyer       | 3501 11th St NW<br>Washington, DC 20001          | 671-6050<br>671-5305 fax | Website | Rikki Taylor                | 4    | PS-5<br>000000<br>000000<br>0000  | 322        |
| COMPARE<br>NOW | Thomas Elementary School              | 650 Anacostia Ave NE<br>Washington, DC 20019     | 724-4592<br>724-5053 fax | Website | Ruth Barnes                 | 7    | PS-5<br>000000<br>000000          | 236        |
| COMPARE<br>NOW | Thomson Elementary School             | 1200 L St. NW<br>Washington, DC 20005            | 698-4660<br>442-8706 fax | Website | Albert DuPont               | 2    | PS-5<br>000000<br>000000          | 374        |
| COMPARE<br>NOW | Truesdell Education Campus            | 800 Inghram St. NW<br>Washington, DC 20011       | 576-6202<br>576-6205 fax | Website | Mary Ann Stinson            | 4    | PS-5<br>000000<br>000000<br>0000  | 429        |
| COMPARE<br>NOW | Tubman Elementary School              | 3101 13th St. NW<br>Washington, DC 20010         | 673-7285<br>673-7287 fax | Website | Harry Hughes                | 6    | PS-5<br>000000<br>000000          | 472        |
| COMPARE<br>NOW | Turner Elementary School @ Green      | 1500 Mississippi Ave. SE<br>Washington, DC 20032 | 645-3470<br>645-3467 fax | Website | Robert Gregory              | 8    | PS-5<br>000000<br>000000<br>PS-6  | 310        |

| COMPARE<br>NOW           | SCHOOL                                     | ADDRESS   | PHONE / FAX              | ONLINE                       | PRINCIPAL               | WAFD | GRADE          | ENROLLMENT |
|--------------------------|--|---|--------------------------|------------------------------|-------------------------|------|----------------|------------|
| <input type="checkbox"/> | <b>Tyler Elementary School</b>             | 1001 G St. SE<br>Washington, DC 20003           | 939-4810<br>690-3040 fax | Website   <a href="#">#4</a> | Jennifer Frenress       | 6    | PS-5<br>000000 | 348        |
| <input type="checkbox"/> | <b>Walker-Jones Education Campus</b>       | 1125 New Jersey Ave. NW<br>Washington, DC 20001 | 939-5934<br>595-1307 fax | Website   <a href="#">#4</a> | Melissa Martin          | 6    | PS-5<br>000000 | 383        |
| <input type="checkbox"/> | <b>Washington Metropolitan High School</b> | 300 Bryant Street NW<br>Washington, DC 20001    | 939-3510<br>699-3443 fax | Website   <a href="#">#4</a> | Tanishia Williams-Minor | 7    | PS-8<br>000000 | 241        |
| <input type="checkbox"/> | <b>Watkins Elementary School</b>           | 420 12th St SE<br>Washington, DC 20003          | 690-3355<br>698-3340 fax | Website   <a href="#">#4</a> | Dawn Clemens            | 5    | PS-5<br>000000 | 528        |
| <input type="checkbox"/> | <b>West Education Campus</b>               | 1335 Farragut St. NW<br>Washington, DC 20011    | 576-6226<br>541-6087 fax | Website   <a href="#">#4</a> | Andria Caruthers        | 4    | PS-5<br>000000 | 239        |
| <input type="checkbox"/> | <b>Wheatley Education Campus</b>           | 1290 Neal St. NE<br>Washington, DC 20002        | 939-5970<br>724-9090 fax | Website   <a href="#">#4</a> | Scott Cartland          | 5    | PS-5<br>000000 | 463        |
| <input type="checkbox"/> | <b>Whittier Education Campus</b>           | 6201 5th St. NW<br>Washington, DC 20011         | 576-6156<br>576-6158 fax | Website   <a href="#">#4</a> | Nicola Clifton          | 4    | PS-5<br>000000 | 407        |
| <input type="checkbox"/> | <b>Wilson High School</b>                  | 3950 Chesapeake St. NW<br>Washington, DC 20008  | 282-0120<br>282-0077 fax | Website   <a href="#">#4</a> | Peter Cahall            | 3    | PS-5<br>000000 | 1534       |
| <input type="checkbox"/> | <b>Winston Education Campus</b>            | 3100 Erie St. SE<br>Washington, DC 20020        | 645-3300<br>645-5941 fax | Website   <a href="#">#4</a> | Katie Jones             | 7    | PS-5<br>000000 | 324        |
| <input type="checkbox"/> | <b>Woodson, H.D. High School</b>           | 540 55th St. NE<br>Washington, DC 20019         | 939-2030<br>645-4193 fax | Website   <a href="#">#4</a> | Thomas Whittle          | 7    | PS-5<br>000000 | 518        |
| <input type="checkbox"/> | <b>Youth Services Center</b>               | 1000 Mt. Oliver Rd. NE<br>Washington, DC 20002  | 576-8388<br>576-9073 fax | Website   <a href="#">#4</a> | Arthur Linder           | 5    | PS-5<br>000000 | 78         |

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Office of the State Superintendent of Education  
Wellness and Nutrition Services Division

**SCHOOL NUTRITION PROGRAMS  
AGREEMENT AND POLICY STATEMENT RENEWAL**

This document serves to renew the School Nutrition Programs Agreement and the Policy Statement for Free and Reduced-Price Meals with the Office of the State Superintendent of Education and the:

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**

*(Local Educational Agency Name)*

3535 V St NE  
Washington, DC 20018

*(Local Educational Agency Address)*

All provisions of the continuous, permanent Agreement and Policy Statement and Appendices remain in effect until a new Agreement or Policy Statement is issued, or changes are approved by the Office of the State Superintendent of Education.

As the authorized Local Educational Agency representative, I certify that:

- The current year's income eligibility guidelines have been used in issuing the household letter, and all applicable forms and resources that are currently available for use in the central office and each school.
- To the best of my knowledge, all information submitted on school nutrition programs renewal forms is current and accurate.

I accept final administrative and financial responsibility for operations of school nutrition programs at all facilities under my jurisdiction. I acknowledge that this information is being given in connection with receipt of federal funds and that deliberate misrepresentation may result in prosecution under applicable State and Federal criminal statutes.

The Local Educational Agency hereby requests that this renewal be effective **July 1, 2011**.

**Public Schools:**

*Original Signature of Authorized Representative and Date Signed*

*Jeffrey M. 1/11*  
*(Printed) Name of Authorized Representative*

**Nonprofit Private Schools/Residential Child Care Institutions:**

*Original Signature of Authorized Representative and Date Signed*

*(Printed) Name of Authorized Representative*

**Do not write below this line; for Office of the State Superintendent of Education use only.**

The Office of the State Superintendent of Education hereby approves this renewal effective **July 1, 2011** through **June 30, 2012**.

*Sandra Schlicker*  
Dr. Sandra Schlicker, Director  
Wellness and Nutrition Services Division

*9/30/11*  
Date

District of Columbia  
Office of the State Superintendent of Education (OSSE)  
Wellness and Nutrition Services Division

***SCHOOL PROGRAMS  
RENEWAL APPLICATION  
SY 2011- 2012***

**Wellness and Nutrition Services**

The Wellness and Nutrition Services Division ensures that children and families receive year-round access to well-balanced meals by providing federal reimbursements, training, and nutrition education to providers. Wellness and Nutrition Services assists providers in maintaining a high level of compliance with U.S. Department of Agriculture rules and regulations so they can improve the overall health and learning potential of District residents who are at risk for hunger.

**School Programs**

**Mission**

To provide food and nutrition services to all schools, children and families in the District of Columbia using technology and resources so that all may be provided with healthy, well balanced, nutritious meals.

**Vision**

Our vision is to aid families and students ensuring that each child receives a nutritious meal every day and no one go hungry.

**The National School Lunch Program**

The National School Lunch Program (NSLP) affords all school children a nutritious lunch every school day. NSLP was enacted by Congress in 1946 as "a measure of national security to safeguard the health and well-being of the Nation's children." The School Breakfast Program (SBP) was established as a pilot program in 1966 and received permanent authorization in 1975. Participation in the SBP continues to increase as studies show consuming a healthy breakfast dramatically affects a child's academic performance in the classroom. Both programs offer cash reimbursements—from the United States Department of Agriculture (USDA)—to participating public, private and charter schools and residential childcare institutions in the District of Columbia. The programs ensure that free or reduced price meals are offered to eligible children. School Food Authorities (SFAs) are also reimbursed for afterschool snacks served to children through age 18 who attend afterschool educational or enrichment programs. And now, (SFAs) can be reimbursed for At Risk Supper meals through the Child Care and Adult Food Program (CACFP). In return, program providers are required to serve meals and snacks that meet Federal requirements.



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## Supporting Documents

Schools should ensure that all applicable documents with original signatures are returned with the application.

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# Application Instructions

1. Please read and answer all applicable application questions in full.
2. Refer to the Application Checklist to determine which documents will be needed to accompany your School Programs application. Sign and date all documents. All original signatures are required. Please provide legible copies of required documents.
3. Submit **TWO** original copies of the entire application and all required supporting documents. Deliver the completed application along with the required supporting documents to:

Office of the State Superintendent of Education  
Wellness and Nutrition Services Division  
810 First Street, NE  
4<sup>th</sup> Floor  
Washington, DC 20002  
Phone: 202-727-6436  
[www.osse.dc.gov](http://www.osse.dc.gov)

**KEEP A COPY FOR YOUR  
RECORDS.**

4. Please keep a copy of the entire application and supporting documents for your records. All federal program records must be maintained for three years, plus the current year or longer if related to an audit or investigation in progress. If you have questions about School Programs or the application, please contact the Office of the State Superintendent of Education (OSSE) at (202) 727-6436.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

If you require this information in an alternative format (Braille, large print, audiotope, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD).

If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) States the following:

Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

# APPLICATION CHECKLIST

**TWO (2) ORIGINAL COPIES OF THE APPLICATION PACKET MUST BE SUBMITTED WITH SIGNATURES.**

NAME OF SCHOOL FOOD AUTHORITY \_\_\_\_\_

- ☒ Application for Participation (P=Pricing / N=Non-Pricing)
- ☐ Agreement & Policy Statement Renewal
- ☐ Duns Number
- ☐ W-9 Form
- ☐ Master Supplier Information Collection Template
- ☐ 501-C (3) for private schools
- ☐ A-133 - The Complete Audit Report ending in 2011 -if applicable, see funding section on page 6.
- ☐ Public Notification (P,N)
- ☐ Collection Procedures (P)
- ☐ Meal Count Methods (P,N)
- ☐ Menu Planning System (P,N)
- ☐ Certification Regarding Lobbying
- ☐ Certification Regarding Drug-Free Workplace
- ☐ Disclosure of Lobbying Activities
- ☐ Copy of your Latest Health Inspection
- ☐ Basic Business License for Schools
- ☐ Expiration Date: \_\_\_\_\_
  
- ☐ Copy of Original Newspaper Article for IFB/RFP or Proof of Publication for bids
  
- ☐ All Bids Over \$100,000.00 – The State Agency Must be Present at the Bid Opening
- ☐ **Bid Opening Date:** \_\_\_\_\_
  
- ☐ **Any** RFP – A copy of your proposal must be submitted to the State agency for review, before the SFA releases the RFP to the vendors. The State Agency must be Present at the Proposal Opening.
- ☐ **Proposal Opening Date:** \_\_\_\_\_
  
- ☐ IFB/RFP for the Furnishing of Meals (P,N)
- ☐ Vendor Requirements Checklist
- ☐ Menus for one (1) month with portion sizes indicated (P,N)
- ☐ Vending Meal Contract between SFA's and Vendor (if applicable)
- ☐ Basic Business License for Vendor
- ☐ Expiration Date: \_\_\_\_\_
- ☐ Certificate of Occupancy from the Vendor
- ☐ Issued date \_\_\_\_\_
- ☐ Copy of Vendor's Latest Health Inspection
- ☐ Extended Food Vendor Contract Agreement Page (if applicable)
- ☐ Debarment Form signed by Vendor

\_\_\_\_\_  
Signature of OSSE Representative

\_\_\_\_\_  
Date

# National School Lunch Program (NSLP)/ School Breakfast Program (SBP) / After School Snack Program (ASSP) and CACFP At-Risk Supper Program (ARS) Application

Name of School Food Authority (SFA): DC Public Schools \_\_\_\_\_

Program Name: X (B)-Breakfast X (L)-Lunch X (S)-Snack X (ARS) - At-Risk Supper

Program Year: 2011-2012

## School Food Authority Contact Information

### ADDRESSES

#### SPONSOR / SFA PHONE NUMBER

Main Phone Number: 202-576-7400 \_\_\_\_\_ Extension: \_\_\_\_\_ Fax Number: 202-576-7826 \_\_\_\_\_

#### PHYSICAL ADDRESS OF SPONSOR / SFA

Address: \_\_\_\_\_ 3535 V St NE \_\_\_\_\_

City: \_\_\_\_\_ Washington \_\_\_\_\_ State: \_\_\_\_\_ DC \_\_\_\_\_ Zip code: \_\_\_\_\_ 20018 \_\_\_\_\_

Ward: \_\_\_\_\_ 5 \_\_\_\_\_

#### SPONSOR / SFA MAILING ADDRESS (ONLY IF DIFFERENT FROM PHYSICAL ADDRESS)

Address: \_\_\_\_\_

PO Box (If Applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Ward: \_\_\_\_\_

### CONTACT PERSON

#### SPONSOR / SFA CONTACT PERSON / PRINCIPAL

Program: \_\_\_\_\_ Office of Food and Nutrition Services \_\_\_\_\_

Contact Name: \_\_\_\_\_ Jeffrey Mills \_\_\_\_\_

Title: \_\_\_\_\_ Director, OFNS \_\_\_\_\_ Email: \_\_\_\_\_ jeffrey.mills@dc.gov \_\_\_\_\_

Phone Number: 202-574-7603 \_\_\_\_\_ Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ 3535 V St NE \_\_\_\_\_

City: \_\_\_\_\_ Washington \_\_\_\_\_ State: \_\_\_\_\_ DC \_\_\_\_\_ Zip Code: \_\_\_\_\_ 20018 \_\_\_\_\_

### SEND CHECK TO

Submit the address where the check should be sent or Check space \_\_\_\_\_ if, SFA would like Electronic Deposit (ACH) Form is Attached.

Contact Name: \_\_\_\_\_ Intergovernment Transfer \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

## Budget

### **FOOD SERVICE**

#### **NSLP BLS Only - Income**

**Food Service Income:** Indicate if this school will provide any food service in which the revenue will not accrue to the non-profit school food service account such as, Bake Sales, Concessions, etc.

☐ Yes ☒ No

List different sources of revenue: \_\_\_\_\_

### **FUNDING SOURCES**

#### **Federal Amount**

Does your organization receive more than \$500,000 total for all federally funded programs during the fiscal year, including NSLP, Title I, NCLB, etc.

☒ Yes ☐ No

If yes, provide a copy of current A-133 Audit Report. Copies of the 2011 Audit are due as soon as they are received by the school.

DUNS Number (Required) - 53-600-1131 (Tax Exemption #-9199-0046164-006)

## Participation

### **Enrollment**

#### **Enrollment Eligibility — Complete only if multiple site SFA.**

Estimate the number of children at participating schools who may be eligible in each benefit category

| <b>Meal</b>           | <b>Free</b>   | <b>Reduced</b> | <b>Paid</b>   | <b>Total</b>  |
|-----------------------|---------------|----------------|---------------|---------------|
| Regular Breakfast     | <u>507</u>    | <u>140</u>     | <u>4,557</u>  | <u>5,204</u>  |
| Severe Need Breakfast | <u>27,699</u> | <u>2,431</u>   | <u>11,427</u> | <u>41,557</u> |
| Lunch                 | <u>27,699</u> | <u>2,431</u>   | <u>11,427</u> | <u>41,557</u> |
| Area Eligible Snack   | <u>1,528</u>  |                |               |               |
| CACFP At-Risk Supper  | <u>15520</u>  |                |               |               |

**Student Enrollment:** Indicate the total number of students enrolled at ALL participating schools: 46,761

### **PROGRAM PARTICIPATION**

**Head Start Program:** Does the sponsor/site participate in the Head-Start Program? ☐ Yes ☐ No

**Number of Sites Applying:** Specify the number of schools applying for participation in each program.

#### Program

#### Number of Sites

|                                      |            |
|--------------------------------------|------------|
| National School Lunch Program (NSLP) | <u>121</u> |
| School Breakfast Program (SBP)       | <u>121</u> |
| After School Snack Program (ASSP)    | <u>2</u>   |
| CACFP At-Risk Supper (ARS)           | <u>101</u> |

**AFFIRMATION**

**RACIAL**

**Civil Rights - All School Food Authorities**

Our institution will post the USDA Civil Rights Poster prominently at all sites. Please provide a breakdown of race for staff and students for the following:

American Indian or Alaskan Native: 0 Asian: 953 Black or African American: 33,668  
Native Hawaiian or Other Pacific Islander: 0 White: 9,752 other - 1,496  
Total: 53,755 unspecified - 8,116

**AFFIRMATION**

**ETHNIC**

**Civil Rights - All School Food Authorities**

Our institution will post the USDA Civil Rights Poster prominently at all sites. Please provide a breakdown of race for staff and students for the following:

Hispanic or Latino: 7,051 Not Hispanic or Latino: 39,725 Total: 53,755  
unspecified - 6,979

**SIGNATURES**

Sponsor Signature/SFA Authorized Representative

Date

State Agency Signature

Date

Office of the State Superintendent of Education  
Wellness and Nutrition Services Division

**SCHOOL NUTRITION PROGRAMS  
AGREEMENT AND POLICY STATEMENT RENEWAL**

This document serves to renew the School Nutrition Programs Agreement and the Policy Statement for Free and Reduced-Price Meals with the Office of the State Superintendent of Education and the:

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**

*(Local Educational Agency Name)*

3535 V St NE  
Washington, DC 20018

*(Local Educational Agency Address)*

All provisions of the continuous, permanent Agreement and Policy Statement and Appendices remain in effect until a new Agreement or Policy Statement is issued, or changes are approved by the Office of the State Superintendent of Education.

As the authorized Local Educational Agency representative, I certify that:

- The current year's income eligibility guidelines have been used in issuing the household letter, and all applicable forms and resources that are currently available for use in the central office and each school.
- To the best of my knowledge, all information submitted on school nutrition programs renewal forms is current and accurate.

I accept final administrative and financial responsibility for operations of school nutrition programs at all facilities under my jurisdiction. I acknowledge that this information is being given in connection with receipt of federal funds and that deliberate misrepresentation may result in prosecution under applicable State and Federal criminal statutes.

The Local Educational Agency hereby requests that this renewal be effective **July 1, 2011**.

**Public Schools:**

*Original Signature of Authorized Representative and Date Signed*

*(Printed) Name of Authorized Representative*

**Nonprofit Private Schools/Residential Child Care Institutions:**

*Original Signature of Authorized Representative and Date Signed*

*(Printed) Name of Authorized Representative*

***Do not write below this line; for Office of the State Superintendent of Education use only.***

The Office of the State Superintendent of Education hereby approves this renewal effective **July 1, 2011** through **June 30, 2012**.

*Dr. Sandra Schlicker, Director  
Wellness and Nutrition Services Division*

*Date*

Office of the State Superintendent of Education  
Wellness and Nutrition Services Department

ADDENDUM TO PERMANENT AGREEMENT FOR CHILD AND ADULT CARE FOOD PROGRAM

PROVISIONS FOR THE AFTERSCHOOL SUPPER COMPONENT

- A. The Institution, DISTRICT OF COLUMBIA PUBLIC SCHOOLS, agrees to operate the Afterschool Supper component in compliance with State or local health and safety standards effective July 1, 2011 \_\_\_\_\_.
- B. The Institution agrees to provide suppers to participants in the Afterschool Supper component through the age of eighteen (18), and to students turning nineteen (19) during the school year.
- C. The Institution agrees to only claim reimbursement for suppers served in a program whose purpose is to provide care in an after-school setting. The programs will include an educational or enrichment component and be organized to provide children with regularly scheduled activities that are structured and supervised. Eligible centers will have open participation, limited only by factors such as space or security. Organized athletic teams engaged in interscholastic or community-level competitive sports *are not* eligible to participate in the Afterschool Supper component.
- D. The Institution agrees to claim reimbursement for suppers served after school, on holidays, school breaks and weekends during the school year with State Agency approval. Suppers shall not be claimed in programs operated before or during the child's school day.
- E. The Institution agrees to only claim reimbursement for those suppers that meet or exceed the minimum Federal standards established for suppers, and to maintain documentation of the foods and portions served to meet these standards.
- F. The Institution agrees to claim all suppers at the free rate of reimbursement at area-eligible centers in the attendance boundary of a school where 50 percent or more of the children qualify for free or reduced-price meals.
- G. The Institution agrees to provide suppers at no charge.
- H. The Institution agrees to maintain documentation of the following for each serving site: daily attendance, the number of suppers prepared/delivered each day, the number of suppers served each day and daily menus.
- I. The Institution will claim no more than one supper per child per day within the approved meal time.
- J. If the Institution operates more than one Afterschool Supper site, the Institution agrees to monitor each site according to regulations: twice per year for sites sponsored by Local Educational Agencies and three times per year for sites sponsored by other organizations.

INSTITUTION:

Signature of Authorized Representative

Jeffrey Mills

Name (printed or typed)

Director, Food and Nutrition Services

Title

Date

8/3/11

STATE AGENCY:

Signature of State Agency Representative

Dr. Sandra Schlicker

Name (printed or typed)

Director, Wellness & Nutrition Services

Title

Date

Revised 10/09



## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific instructions on page 2.

Name (as shown on your income tax return)

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☒ Other (see instructions) ▶ **GOVERNMENT AGENCY**

☐ Exempt  
payee

Address (number, street, and apt. or suite no.)

**1200 FIRST STREET N. E. 11th FLOOR**

City, state, and ZIP code

**WASHINGTON, DC 20002**

Requester's name and address (optional)

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

**53**

**6001131**

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

**05/24/11**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**AFFIRMATION**

**RACIAL**

**Civil Rights – All School Food Authorities**

Our institution will post the USDA Civil Rights Poster prominently at all sites. Please provide a breakdown of race for **staff and students** for the following:

American Indian or Alaskan Native: \_\_\_\_\_ Asian: 934 Black or African American: 33,680

Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ White: 5,139

Total: 39,753

*(w)*

**AFFIRMATION**

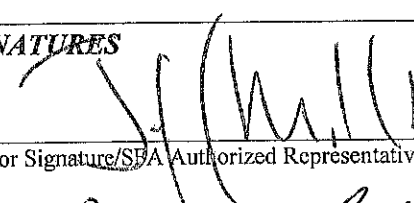
**ETHNIC**

**Civil Rights – All School Food Authorities**

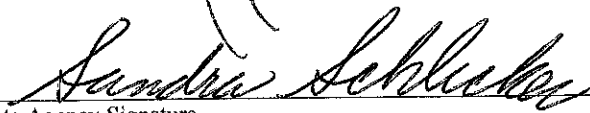
Our institution will post the USDA Civil Rights Poster prominently at all sites. Please provide a breakdown of race for **staff and students** for the following:

Hispanic or Latino: 6,541 Not Hispanic or Latino: 467 Total: 7008

**SIGNATURES**

  
Sponsor Signature/SBA Authorized Representative

9/15/11  
Date

  
State Agency Signature

9/30/11  
Date

## Site Information Form – SIF (Complete one SIF for each site)

### **CONTACT INFO**

**PROGRAM:** *B - L - S - ARS (Please circle all that apply)*

### **PHYSICAL ADDRESS OF SCHOOL/SITE**

Site Name: \_\_\_\_\_

Site Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_ Site Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Ward: \_\_\_\_\_

### **CLASSIFICATION**

#### **TYPE OF SITE**

☐ Public School ☐ Residential Child Care Institution (RCCI) ☐ Private School ☐ Public Charter School

### **CONTACT PERSON ON SITE/ SCHOOL PRINCIPAL NAME**

School Principal Name \_\_\_\_\_ Email \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

### **AREA ELIGIBILITY ADDRESS (FOR NSLP SNACK ONLY)**

Name and address of nearest DCPS elementary school serving the area where site is located for the purpose of establishing area eligibility.

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Ward: \_\_\_\_\_ Approximate Distance Between Site and Schools: \_\_\_\_\_

### **AREA ELIGIBILITY ADDRESS (FOR CACFP AT-RISK SUPPER ONLY)**

Name and address of nearest DCPS elementary, middle or high school serving the area where the supper site is located for the purpose of establishing area eligibility. The afterschool program must be located in a geographical area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price school meals.

School Name: \_\_\_\_\_ School's free & reduced price meal %: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Ward: \_\_\_\_\_

### **LICENSE**

Licensed School: Is this a licensed school? ☐ Yes ☐ No

License Types: Choose the license types that apply

| License                                  | Expiration or Issue Date | License Number | Renewal Requested?                                       |
|--|--------------------------|----------------|--|
| BBL-site (Basic Business License – 112A) | _____                    | _____          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| CO-site (Certificate of Occupancy)       | _____                    | _____          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| HI-site (Health Inspection)              | _____                    | N/A            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Attach copy of each license**

# Site Information Form – SIF, cont.

Site Name \_\_\_\_\_

## GENERAL INFO

### Participation

Indicate other USDA Programs in which the site participates: \_\_\_\_\_

## MEAL SERVICE

### Food Preparation

Identify the type of service or facility that will be used by the school/sponsor for food preparation.  
(If all meals are not prepared using the same method please specify)

- ☐ Self-Preparation at Meal Service Location/On-Site Kitchen
- ☐ Preparation at Central Kitchen
- ☐ Under Contract with Local School System
- ☐ Under Contract with Food Service Management Company to deliver meals, supplies, and service, manages any aspect of food service.
- ☐ Contract with a public or commercial meal vendor/caterer – meals only, no management - (vended)
- ☐ Vending between school food authorities
- ☐ Under contract with Food Service Management Company to prepare meals on site manages any aspect of food services

Name of Food Service Manager

(Self Prep only) \_\_\_\_\_ Phone Number \_\_\_\_\_

### Meal Service Times

| Meal Type:           | Time Meals<br>Service Begins | Time Meal<br>Service Ends |
|----------------------|------------------------------|---------------------------|
| Breakfast            | _____                        | _____                     |
| Lunch:               | _____                        | _____                     |
| PM Snack:            | _____                        | _____                     |
| At-Risk Supper CACFP | _____                        | _____                     |

### Offer vs. Serve

Check if "Offer Versus Serve" will be available to some or all children at this school. (Mandatory for all high schools)  
Indicate which grade levels will have this option.

☐ Not Applicable (N/A)    ☐ All    ☐ Some    Specify Grades: \_\_\_\_\_

## General Information

**License Type (Vendor Level License Information)** Choose the license types that apply:

| License                                  | (Expiration or Issue Date) | (License Number) | Is Renewal Requested?                                    |
|--|----------------------------|------------------|--|
| BBL-site (Basic Business License – 112A) | _____                      | _____            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| CO-site (Certificate of Occupancy)       | _____                      | _____            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| HI-site (Health Inspection)              | _____                      | _____            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Vendor's Name** \_\_\_\_\_

**Attach copy of each license from Vendor**

# Site Information Form – SIF, cont.

Site Name \_\_\_\_\_

## OPERATING DATA

### NSLP Enrollment Data

Specify the number of children by grade enrolled this upcoming school year.

Pre-School: 3592 (Ages) \_\_\_\_\_ Pre-Kindergarten: 4043 (Ages) \_\_\_\_\_ Kindergarten 4186

1<sup>st</sup>: 3392 2<sup>nd</sup>: 3305 3<sup>rd</sup>: 3455

4<sup>th</sup>: 3347 5<sup>th</sup>: 3127 6<sup>th</sup>: 2476

7<sup>th</sup>: 2574 8<sup>th</sup>: 1851 9<sup>th</sup>: 4236

10<sup>th</sup>: 2985 11<sup>th</sup>: 2703 12<sup>th</sup>: 1437

Non-Graded: 52 Total number of children: 46761

Eligibility: **Estimate** the number of children who may be eligible in each benefit category.

| <u>Meal</u>           | <u>Free</u>  | <u>Reduced</u> | <u>Paid</u>  | <u>Total</u> |
|-----------------------|--------------|----------------|--------------|--------------|
| Regular Breakfast     | <u>507</u>   | <u>140</u>     | <u>4557</u>  | <u>5204</u>  |
| Severe Need Breakfast | <u>27699</u> | <u>2431</u>    | <u>11427</u> | <u>41557</u> |
| Lunch                 | <u>27699</u> | <u>2431</u>    | <u>11427</u> | <u>41557</u> |
| Regular Snack         | _____        | _____          | _____        | _____        |
| Area Eligible Snack   | <u>1528</u>  |                |              |              |
| CACFP At-Risk Supper  | <u>15520</u> |                |              |              |

Hours of Program Operation From: 7:30 AM To: 5:00 PM

Days of Program Operation Start Date: 8/22/11 End Date: 6/14/12  
(First day of school) (Last day of school- including Summer if Applicable)

Monday ☐ Yes ☐ No Tuesday ☐ Yes ☐ No Wednesday ☐ Yes ☐ No Thursday ☐ Yes ☐ No  
Friday ☐ Yes ☐ No Saturday ☐ Yes ☐ No Sunday ☐ Yes ☐ No

### Number of Days of Food Service:

Jan: 20 Feb: 18 March: 21 April: 14 May: 21 June: 9  
July: \_\_\_\_\_ Aug: 8 Sept: 21 Oct: 18 Nov: 19 Dec: 14

Maximum Days per Year: 183 Maximum Days per Month: 21 ☒ Will you participate in the Free Summer Meals Program (FSMP)

## NSLP PRICING

Meal Charges, Specify the price children will be charged for the purchase of meals (on a DAILY basis).

Breakfast Paid: \$ \_\_\_\_\_ Reduced Price: \$ \_\_\_\_\_  
(Private Schools and RCCI's only)

Lunch Paid: \$ \_\_\_\_\_ Reduced Price: \$ \_\_\_\_\_  
(Private Schools and RCCI's only)

## PARTICIPATION

Pricing/Non pricing ☐ Pricing ☐ Non pricing

**DESIGNATED OFFICIALS and  
ACCURACY CERTIFICATION WAIVER REQUEST**

1. Name of Local Educational Agency: District of Columbia Public Schools Date: 7/29/11

Instructions: Complete the chart below and submit it with the annual renewal materials.

2. DESIGNATED OFFICIALS (Provide information for each Official as applicable.):

| Type of Official  | Changed From Last SY? |    |       | Name          | Title  | Address                                 |
|---|-----------------------|----|-------|---------------|--|---|
|   | Yes                   | No | N/A * |               |  |   |
| Determining   |                       |    |       | Utelea James  | Program Assistant  | 3535 V Street, NE, Washington, DC 20018 |
| Reviews Household Meal Benefit Eligibility documents (applications, direct certification, personal income, categorical information, etc.) and makes determinations of eligibility                                     |                       |    |       |               |  |   |
| *Confirming   |                       |    |       | Toia Brown    | Regional Manager, Management and Program Analyst Officer | 3535 V Street, NE, Washington, DC 20018 |
| Confirms the accuracy of eligibility determination of those applications selected for verification prior to verification. These officials must not be the same as those making the initial eligibility determination. |                       |    |       |               |  |   |
| *Verification   |                       |    |       | Utelea James  | Program Assistant  | 3535 V Street, NE, Washington, DC 20018 |
| Verifies income information supplied by households on the Household Meal Benefit Application.   |                       |    |       |               |  |   |
| *Hearing  |                       |    |       | Jeffrey Mills | Executive Director                                       | 1200 First Street, NE, Washington, DC   |
| Someone who was not involved in the original eligibility determination and holds a position superior to that of the Determining Official(s).  |                       |    |       |               |  |   |

**DO NOT WRITE BELOW THIS LINE; FOR OSSE USE ONLY**

State Agency Signature \_\_\_\_\_

Date \_\_\_\_\_

**DESIGNATED OFFICIALS and  
ACCURACY CERTIFICATION WAIVER REQUEST**

1. Name of Local Educational Agency: District of Columbia Public Schools Date: 7/29/11

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| Type of Official  | Changed From Last SY? |    |      | Name          | Title  | Address                                 |
|---|-----------------------|----|------|---------------|--|---|
|   | Yes                   | No | N/A* |               |  |   |
| Determining   |                       | ✓  |      | Utelca James  | Program Assistant  | 3535 V Street, NE, Washington, DC 20018 |
| Reviews Household Meal Benefit Eligibility documents (applications, direct certification, personal income, categorical information, etc.) and makes determinations of eligibility                                     |                       |    |      |               |  |   |
| *Confirming   |                       | ✓  |      | Toia Brown    | Regional Manager, Management and Program Analyst Officer | 3535 V Street, NE, Washington, DC 20018 |
| Confirms the accuracy of eligibility determination of those applications selected for verification prior to verification. These officials must not be the same as those making the initial eligibility determination. |                       |    |      |               |  |   |
| *Verification   |                       | ✓  |      | Utelca James  | Program Assistant  | 3535 V Street, NE, Washington, DC 20018 |
| Verifies income information supplied by households on the Household Meal Benefit Application.   |                       |    |      |               |  |   |
| *Hearing  |                       | ✓  |      | Jeffrey Mills | Executive Director                                       | 1200 First Street, NE, Washington, DC   |
| Someone who was not involved in the original eligibility determination and holds a position superior to that of the Determining Official(s).  |                       |    |      |               |  |   |

DO NOT WRITE BELOW THIS LINE; FOR OSSE USE ONLY

*Andrew Schuck*  
State Agency Signature

9/29/11  
Date

## Accountability and Collection Procedures

The Office of the State Superintendent of Education (OSSE) is required to maintain current information regarding the collection and accountability procedures used by LEAs.

All methods implemented, supporting documents and procedures, must:

- A school official **MUST** be responsible for documenting "Point of Service" information.
- Result in accurate daily claims by meal type and student meal eligibility category.
- Ensure that only reimbursable meals are claimed; and
- prevent the overt identification of students receiving free or reduced-price meals.

Check (✓) all point of service methods used for each meal type. If checking "other," write in the method. If you do not participate in a particular meal type, indicate so by checking NA.

### COUNTING METHOD

All LEAs must complete.

| Meal Type               | Tokens/<br>Tickets | Roster by<br>Name | Hash Marks<br>(///) | PIN # | Scanned ID<br>cards | Name of electronic<br>system at point of<br>service | Other | N/A |
|-------------------------|--------------------|-------------------|---------------------|-------|---------------------|---|-------|-----|
| Lunch                   |                    | X                 |                     |       |                     | WebSMARTT   |       |     |
| Breakfast               |                    | X                 |                     |       |                     | WebSMARTT   |       |     |
| After-School Care       |                    |                   | X                   |       |                     | WebSMARTT   |       |     |
| Snack                   |                    |                   |                     |       |                     |   |       |     |
| CACFP At-Risk<br>Supper |                    |                   | X                   |       |                     | WebSMARTT   |       |     |

**ANY CHANGES IN COUNTING METHODS MUST BE REPORTED TO OSSE**

### COLLECTION/PAYMENT METHOD

LEAs operating only Nonpricing Programs do not complete the chart but must indicate this by checking (✓) here: \_\_\_\_\_

All Private schools with Pricing Programs must complete the following chart. – Pricing DCPS and Pricing PCS must complete lunch only

| Meal Type | Pre-pay | Payment at Point of Service | Meal Charges with Billing | N/A |
|-----------|---------|-----------------------------|---------------------------|-----|
| Lunch     | X       | X                           | X                         |     |
| Breakfast |         |                             |                           | X   |
|           |         |                             |                           |     |



**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**  
**Wellness and Nutrition Services**  
**SCHOOL YEAR 2011-2012**

**Public Notification**

All sponsors must comply with the public notification requirement each year. Within available resources, you must take positive and specific actions which encourage participation and inform all potential participants, particularly minorities, of the availability and benefits of the program.

*Non-pricing sponsors are not required to submit a public notification to the media but must fulfill this requirement through the use of one or more of the other suggested activities outlined below. Additionally, any informational material about the school's nutrition programs must contain essentially one of the following phrases:*

**The following statement must also be included for all schools and institutions:**

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) States the following:

Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

Residential child care institutions which are not licensed to accept individuals with certain kinds of disabilities and therefore, feel they are unable to make this statement, may add the following phrase as clarification:

This institution is primarily a special agency for \_\_\_\_\_

\_\_\_\_\_  
(state the services that you provide)

and geared only to take care of those types of conditions. Individuals with other disabilities will be referred to another institution with appropriate services.

**Activities**

Please check on the following page the activities which you will do this year. (A copy of the appropriate documentation must be submitted to us when the activities are completed.) We have found that a printed brochure is the best medium for reaching the public in fulfilling the notification requirement.

**NON-PRICING ONLY**

\_\_\_\_\_ Brochures sent to potential participants of your program. Attach a copy of the printed brochure to document this activity.

\_\_\_\_\_ Local public or cable television or radio spot announcements. Documentation could include the announcement and when it was broadcast or a copy of the letter agreeing to run the announcement.

\_\_\_\_\_ ~~Personal letters to influential community groups including brochures, posters and handouts. Attach copies of the letter and handouts to document this activity along with a list of organizations contacted.~~

\_\_\_\_\_ Handouts at places of employment, unemployment offices, union offices. This is in addition to the requirement listed in the policy and would serve as a follow-up and reinforcement.

✓ \_\_\_\_\_ Participation in local community fairs such as recruitment for schools, county fairs, job fairs, community pride activities. A booth with posters and handouts. Attach a copy of schedule with handouts to document this activity.

\_\_\_\_\_ Participation as a recruitment speaker to local groups with a list of engagements and text of the speech.

\_\_\_\_\_ Posters and handouts at local community centers, houses of worship, and other gathering places. Secondary coverage could include supermarket announcement boards, Laundromats, etc.

\_\_\_\_\_ Inclusion of handouts with mailings by other programs, service organizations, community services groups or local government.

✓ \_\_\_\_\_ School Lunch information posted on web site. (Submit hard copy of web site - NOT the web site address)

\_\_\_\_\_  
Signature of School Food Authority Official

Director Food Services  
Title

**Reichel, Paula (DCPS)**

---

**From:** Sewell, Bryant (DCPS) [bryant.sewell@dc.gov]  
**Sent:** Friday, May 06, 2011 2:29 PM  
**To:** Brown, Zaneta (DOH); Reichel, Paula (DCPS); Ramsey, Kalia (DCPS)  
**Cc:** Johnson, Sarah N. (DCPS)  
**Subject:** Confirming your participation at the Ward 4 State of Schools

Greetings,

I'm just following up with you about the event tomorrow. Please arrive at Brightwood (1300 Nicholson Street, NW) by 9:30a.m. The doors will open for the public at 10 a.m.

You will be provided a table for the Expo portion of the event (10am ~ 10:45am). The expo will consist of:

- School leadership teams representing 15 Ward 4 DCPS schools
- Central office staff representing the departments of College Readiness, Early Stages, Food Services, Parent and Family Resource Centers, and the Office of Transformation Management
- Representatives from the D.C. Department of Health

**Purpose of Expo:**

- Promote services and programs DCPS has to offer parents and community members.

**Your role:**

- Be available for the Expo portion of the event to converse with parents and community members seeking info relating to your area of expertise. Please bring any handouts/materials beneficial to parents and community members.
- It is recommended you bring a poster or banner (print out a large poster on the plotter) to attract attendees to your table.

**Staffing:**

- I'd recommend you keep staffing to 2 people at your table.

You are invited to participate in the roundtable discussions following the expo as well.

If you have any questions please let me know. I can be reached 202-480-3152.

I look forward to seeing you tomorrow.

Bryant

**Bryant Sewell**  
**Program Assistant, Office of Family and Public Engagement**

District of Columbia Public Schools  
Office of the Chancellor  
1200 First Street, NE  
Washington, DC 20002  
P 202.719.6614  
F 202.442.5026



## *Ward 6 State of the Schools*

---

Eastern High School  
Saturday, May 14, 2011  
10 a.m. – 1 p.m.

### **Exhibits open**

- Walk through a display of each school in Ward 6. Obtain materials and speak directly with school leadership.

### **Refreshments Served**

### **Greetings and Opening Remarks**

- Mr. Johns Davis, DCPS Instructional Superintendant, Cluster 10
- Ms. Monica Warren-Jones, Ward 6 State Board of Education Representative
- Mr. Tommy Wells, Councilmember Ward 6
- Ms. Kaya Henderson, DCPS Acting Chancellor

### **Overview of the State of Ward 6 Schools**

### **Rotating Roundtable Discussions**

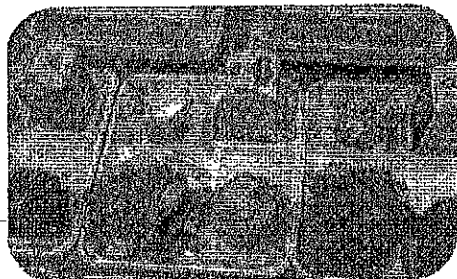
DCPS staff will discuss the following topics with attendees:

- School Culture and Attendance
- Ward 6 Middle School Plan
- Academic Rigor and Common Core Standards
- DCPS Hopes and Dreams
- Discussion with the Acting Chancellor

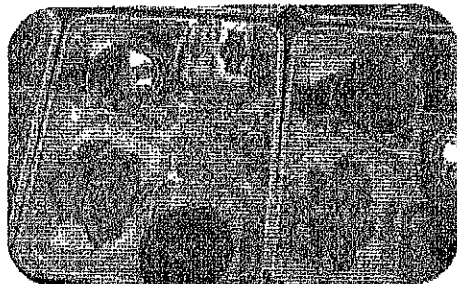
### **Closing**

# DCPS Food Service, 2011-12

[www.dcps.dc.gov/DCPS/foodservices](http://www.dcps.dc.gov/DCPS/foodservices)



*In school year 2011-12, the DCPS Office of Food and Nutrition Services will continue to make healthy, appetizing breakfast, lunch, and supper meals available to DCPS students that meet or exceed the nutritional requirements of the DC Healthy Schools Act. 20% of all produce served will come from the Mid Atlantic region and only skim and 1% white milk will be available to students.*



*Menus with information on nutrition and fruit and vegetable origins will be posted by school on the DCPS Food Services website, in school cafeterias, and in main offices.*

*Many elementary schools will be serving breakfast in the classroom, with most middle and high schools offering breakfast from a convenient 'grab and go' kiosk. Lunch will feature new seasonal specialties as well as signature items from last school year. DCPS' Aftercare programs will continue to serve students a light supper at the end of their day.*

## How to Register for School Meals

This year, students at 90 DCPS schools will eat all meals for free and not be required to submit free and reduced meal applications, because these schools have been certified by the USDA as Provision 2. Students attending non-Provision 2 schools must submit the *Family Application for School Lunch and Breakfast (FARM)* to their school liaison to determine if they qualify for free or paid lunches. All students classified as "reduced" by the USDA will not pay for school lunches.

The FARM form for school year 2011-12 will be available in summer 2011. At that time, the form will be posted to the Food Services webpage and distributed to all non-Provision 2 schools.

## How to Pay for School Meals

Paying for school meals is easier than ever. This year students and parents can prepay for meals using a valid credit or debit card through *MyLunchMoney.com*, a secure online payment system for school meals. As in prior school years, all schools accept prepayments made by bringing cash or check, made payable to the DC Treasury, to the school cafeteria. Specific schools also have cashless kiosks available in the cafeteria for students to deposit cash directly into their account.

## Allergies and Accommodations

Students with special dietary needs including food intolerances and allergies should submit a Student's with Special Dietary Needs Form, available on the Food Services webpage, to their school nurse to request a food accommodation. This form must be completed and signed by a licensed medical provider.

Students who require dietary accommodations for religious or philosophical reasons should fill out the Religious/Philosophical Dietary Accommodations Form, also available on the Food Services webpage. This form requires the signature of a parent or guardian.

## Food Feedback

DCPS Food Services is looking for your feedback! If you have questions, comments, or concerns about school meals, you can submit them through the online feedback form available on the Food Services webpage or by emailing [food.dcps@dc.gov](mailto:food.dcps@dc.gov) or calling 202-442-5122. Any inquiries received will be responded to by the next business day.



DISTRICT OF COLUMBIA  
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[Menus and Nutritional Information](#)

## Application for Free and Reduced Meals

[Food Accommodations](#)

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[Pilot Programs](#)

[Chefs Move to Schools Program](#)

[Healthy Schools Act](#)

[Application for Free and Reduced Meals](#)

[Submit Feedback to the Office of Food and Nutrition Services](#)

### Family Application for School Lunch and Breakfast (FARM Application)

DCPS offers nutritious, appetizing breakfasts and lunches each school day through the National School Breakfast and National School Lunch Program; most schools also offer a light supper to students attending DCPS afterschool programming.

The Family Application for School Lunch and Breakfast or FARM Application is used to determine whether a DCPS student qualifies for free, reduced or paid school lunch. School breakfast and afterschool supper are free for all students.

One FARM application should be completed for all students in a household, even if the students attend different DCPS schools. To complete an application, either print and **submit a paper application** to your school liaison or submit an application online through a secure e-form (coming soon.)

All students that have not submitted a FARM application by October 1, 2011 will be automatically classified as paid.

### Meal Pricing

Elementary students classified as paid will be charged \$1.35 for lunch. Secondary students classified as paid will be charged \$1.60 for lunch.

All students classified as reduced will receive free lunch meals as per the D.C. Healthy Schools Act of 2010.

### Provision II Status

For school year 2011-12, 66 DCPS schools have been certified for Provision 2 status, allowing all children at those schools to receive lunch meals at no charge. Households in which all students attend Provision 2 schools are not required to submit a FARM application for 2011-12.

### Provision II Schools, 2011-12

|  |   |
|--|---|
| Alton Elementary School                    | MacFarland Middle School                |
| Amidon-Bowen Elementary School             | M.C. Terrell/McGogney Elementary School |
| Balfou High School                         |   |
| Beers Elementary School                    | Malcolm X Elementary School             |
| Brightwood Elementary School               | Mamie D. Lee School                     |
| Browne Education Campus                    | Marie Reed Elementary School            |
| Bruce-Monroe Elementary School @ Park View | Miner Elementary School                 |
| Cleveland Elementary School                | Moten Elementary School @ Wilkinson     |
| Columbia Heights Education Center          | Nalle Elementary School                 |
| C.W. Harris Elementary School              | Noyes Education Campus                  |
| Davis Elementary School                    | Orr Elementary School                   |
| Drew Elementary School                     | Patterson Elementary School             |
| Eliot-Hine Middle School                   | Payne Elementary School                 |
| Ferabee-Hope Elementary School             | Plummer Elementary School               |
| Garfield Elementary School                 | Powell Elementary School                |
| Garrison Elementary School                 | Prospect Learning Center                |
| Hamilton Center                            | Raymond Elementary School               |
| Hart Middle School                         | River Terrace Elementary School         |
| Hendley Elementary School                  | Ron Brown Middle School                 |
| H.D. Cooke Elementary School               | Savoy Elementary School                 |
| Houston Elementary School                  | Seaton Elementary School                |
|  | Shaw Middle School @ Gamet-Patterson    |

Jefferson Middle School  
Johnson Middle School  
J.O. Wilson Elementary School  
Kelly Miller Middle School  
Kenilworth Elementary School  
Ketcham Elementary School  
Kimball Elementary School  
King Elementary School  
Kramer Middle School  
LaSalle-Backus Education Campus  
Ludlow-Taylor Elementary School  
Luke C. Moore High School

Simon Elementary School  
Smothers Elementary School  
Sousa Middle School  
Spingarn High School  
Stanton Elementary School  
Thomas Elementary School  
Tubman Elementary School  
Turner Elementary School @ Green  
Walker Jones Education Campus  
Wheatley Education Campus  
Whittier Education Campus  
Winston Education Campus

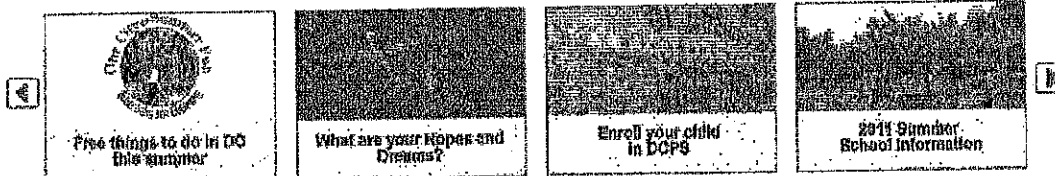
### USDA Notice of Non-Discrimination

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### Pertinent section of DC Code §2-1402.11

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

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**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**  
**Wellness and Nutrition Services**  
**SCHOOL YEAR 2011-2012**

**Public Notification**

All sponsors must comply with the public notification requirement each year. Within available resources, you must take positive and specific actions which encourage participation and inform all potential participants, particularly minorities, of the availability and benefits of the program.

*All pricing sponsors must at a minimum submit the public notification to the news media for publication, grass roots organizations and unemployment offices.*

**The following statement must also be included for all schools and institutions:**

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

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This institution is primarily a special agency for \_\_\_\_\_

\_\_\_\_\_  
(State the services that you provide)

and geared only to take care of those types of conditions. Individuals with other disabilities will be referred to another institution with appropriate services.

**Activities**

**Pricing schools only have one activity to follow on the next page. (A copy of the appropriate documentation must be submitted to us when the activity has been completed.)**



**PRICING SCHOOLS ONLY**

**REMEMBER: ATTACH COPY OF DOCUMENTATION INDICATED BELOW WITH AGREEMENT.**

Public Notification should be sent to the printed news media or a Public Service Announcement (PSA) should be made. In addition to sending the notification or the PSA, a copy of the notification as printed would document the activity.

---

  
\_\_\_\_\_  
Signature of School Food Authority Official

Director, Food and Nutrition Services

---

Title

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**  
**Wellness and Nutrition Services**  
**SCHOOL YEAR 2011-2012**

**Public Notification**

All sponsors must comply with the public notification requirement each year. Within available resources, you must take positive and specific actions which encourage participation and inform all potential participants, particularly minorities, of the availability and benefits of the program.

*All pricing sponsors must at a minimum submit the public notification to the news media for publication, grass-roots organizations and unemployment offices.*

**The following statement must also be included for all schools and institutions:**

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) States the following:

Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

Residential child care institutions which are not licensed to accept individuals with certain kinds of disabilities and therefore, feel they are unable to make this statement, may add the following phrase as clarification:

This institution is primarily a special agency for \_\_\_\_\_

\_\_\_\_\_  
(State the services that you provide)

and geared only to take care of those types of conditions. Individuals with other disabilities will be referred to another institution with appropriate services.

**Activities**

**Pricing schools only have one activity to follow on the next page. (A copy of the appropriate documentation must be submitted to us when the activity has been completed.)**

**PRICING SCHOOLS ONLY**

**REMEMBER: ATTACH COPY OF DOCUMENTATION INDICATED BELOW WITH AGREEMENT.**

Public Notification should be sent to the printed news media or a Public Service Announcement (PSA) should be made. In addition to sending the notification or the PSA, a copy of the notification as printed would document the activity.

---

  
\_\_\_\_\_  
Signature of School Food Authority Official

*Director, Food and Nutrition Services*  
\_\_\_\_\_  
Title

**Reichel, Paula (DCPS)**

---

**From:** Mallory, Brenda (OCT) [brenda.mallory@dc.gov]  
**Sent:** Friday, July 29, 2011 12:11 PM  
**To:** Reichel, Paula (DCPS); Nyhus, Jill (DCPS)  
**Subject:** RE: Airing the Free & Reduced Meals Video

Hi Paula—

We have the PSA; I have spoken with our Master Control technician and asked that it be put into the on-air rotation beginning next week. The schedule is still in progress so I cannot give you exact times now.

Thank you,  
Brenda

**Brenda N. Mallory**  
Supervisory Audiovisual Production Specialist  
DKN-District Knowledge Network  
Office of Cable Television  
The Government of the District of Columbia  
151 T Street, NE  
Washington, DC 20002

202 939-4568 Direct  
202 281-3950 DKN main  
202 671-0066 OCT main  
202 576-6683 DKN fax

[www.oct.dc.gov](http://www.oct.dc.gov) Office of Cable Television  
[brenda.mallory@dc.gov](mailto:brenda.mallory@dc.gov)



Please consider the environment before printing this email.

The contents of this email message, together with any attachments, are privileged, confidential, and exempt from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this message, or any attachment, is strictly prohibited. If you have received this message in error, please notify the original sender immediately by telephone or by return email and delete this message, along with any attachments, from your computer.

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**From:** Reichel, Paula (DCPS) [mailto:paula.reichel@dc.gov]  
**Sent:** Friday, July 29, 2011 11:39 AM  
**To:** Nyhus, Jill (DCPS-OOC); Mallory, Brenda (OCT)  
**Subject:** RE: Airing the Free & Reduced Meals Video

Hi Brenda,

There's a little bit of confusion here. We actually want to re-air to the video promoting the school lunch program that was shot at Beers last year. Is that still available?

Thanks,  
Paula

Paula E. Reichel, MPA  
Program Coordinator, Office of Food and Nutrition Services  
Office of the Chief Operating Officer

District of Columbia Public Schools  
Office of the Chancellor  
1200 First Street NE, 11th Floor  
Washington, DC 20002  
T 202.480.0833  
F 202.442.5093  
E [paula.reichel@dc.gov](mailto:paula.reichel@dc.gov)  
W [dcps.dc.gov](http://dcps.dc.gov)

---

**From:** Nyhus, Jill (DCPS-OOC) [<mailto:Jill.Nyhus@dc.gov>]  
**Sent:** Friday, July 29, 2011 11:23 AM  
**To:** Mallory, Brenda (DCPS-OCT)  
**Cc:** Reichel, Paula (DCPS)  
**Subject:** Airing the Free & Reduced Meals Video

Hi Brenda --

Last summer, my intern worked with you to produce the following video. Could you start reairing it? The information is still all good. We need to have this airing as part of a requirement with OSSE. (I've cc'd Paula Reichel from the Office of Food and Nutrition who has made this request.) It would be helpful if you could let us know when it starts airing.

[http://www.youtube.com/watch?v=UiAGx2m9Sg0&feature=channel\\_video\\_title](http://www.youtube.com/watch?v=UiAGx2m9Sg0&feature=channel_video_title)

Thank you!  
Jill

Jill Nyhus  
Senior Director of Technology, Office of Family and Public Engagement

District of Columbia Public Schools  
Office of the Chancellor  
1200 First Street, NE  
Washington, DC 20002  
T 202.442.5339  
C 202.907.7437  
E [jill.nyhus@dc.gov](mailto:jill.nyhus@dc.gov)  
W [dcps.dc.gov](http://dcps.dc.gov)

***"One City Summer Fun ... Something for Everyone"***

Mayor Gray's comprehensive summer program with fun activities, events and services for residents of all ages  
For more information visit [www.onecitysummer.dc.gov](http://www.onecitysummer.dc.gov) or call 311

## MENU PLANNING SYSTEM

All NSLP sponsors must serve meals that are consistent with the Dietary Guidelines for Americans, 2010 (U.S. Department of Agriculture and Health and Human Services, [www.dietaryguidelines.gov](http://www.dietaryguidelines.gov))

We wish to emphasize that compliance with the new nutrition standards may be an incremental process achieved through trial and error over a period of time. Our office will be conducting periodic nutrient analyses of sponsor menus to assess compliance with the nutrition standards (as required by the new regulation). Non-compliance could result in the withholding of reimbursement funds if a school is not meeting the nutrition standards. However, we wish to emphasize that there is a process of assistance and corrective action to promote progress toward compliance.

Sponsors currently may choose among the following four menu planning methods in meeting the nutrition standards (**the requirements of each method can be found online at [http://edocket.access.gpo.gov/cfr\\_2011/janqtr/pdf/7cfr210.10.pdf](http://edocket.access.gpo.gov/cfr_2011/janqtr/pdf/7cfr210.10.pdf)** then, click on the Food Buying Guide. Please indicate which of the following menu planning methods you will use:

\_\_\_\_\_ Enhanced Food-Based Menu Planning

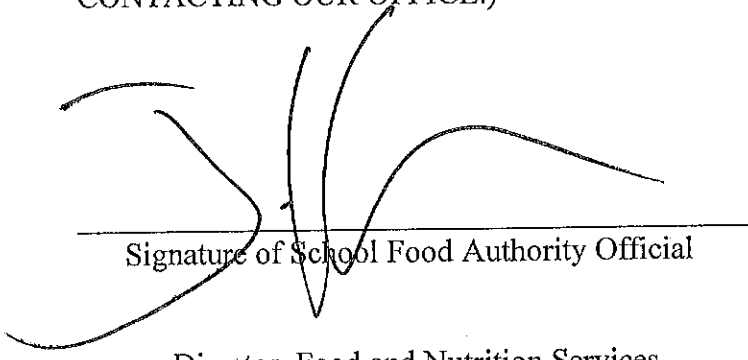
\_\_\_\_\_ Nutrient Standard Menu Planning

\_\_\_\_\_ Assisted Nutrient Standard Menu Planning

X

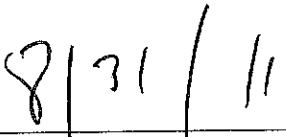
\_\_\_\_\_ Traditional Meal Pattern

(NOTE: IF AT A LATER DATE YOU DESIRE TO CHANGE THE MENU PLANNING OPTION WHICH YOU HAVE INDICATED ON THIS FORM, YOU MAY DO SO BY CONTACTING OUR OFFICE.)

  
\_\_\_\_\_  
Signature of School Food Authority Official

\_\_\_\_\_  
Director, Food and Nutrition Services

Title

  
\_\_\_\_\_  
Date

## INSTRUCTIONS FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE

1. By signing and submitting this form, the grantee is providing the certification set out on pages 21 and 22.
2. The certification set out on pages 21 and 22 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspections. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation. State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
  - ❖ "Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations (21 CFR 1308.11 through 1308.15);
  - ❖ "Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
  - ❖ "Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
  - ❖ "Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all
  - ❖ "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantees (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or sub-contractors in covered workplaces).

# U. S. DEPARTMENT OF AGRICULTURE

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)

### ALTERNATIVE 1 – FOR GRANTEEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, title V, Subtitle D; 41 U.S.C. 701 et seq.), & CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 20)**

#### Alternative I

1. The grantee certifies that it will or will not continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - (b) Establishing an on-going drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (2) Any available drug counseling, rehabilitation, and employee assistance programs, and
    - (3) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under sub-paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under sub-paragraph (d) (2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
    - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).



2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street Address, City, County, State, Zip Code)

3535 V ST NE  
Washington, DC 200018

Check ☐ if there are workplaces on file that are not identified here.

|  |                        |
|--|------------------------|
|  |                        |
| <b>Name and Title of Authorized Representative</b> |                        |
| Jeffrey Mills, Director of Food Services           |                        |
| <b>Signature</b><br>J. Mills                       | <b>Date</b><br>8/31/11 |

## CERTIFICATION REGARDING LOBBYING

### Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

DC Public Schools

*Name of Organization*

3535 V St NE; Washington, DC 20018

*Address*

Jeffrey Mills, Director of Food Services

*Name/Title of Submitting Official*

*Signature*

*Date*

8/31/11

**DISCLOSURE OF LOBBYING ACTIVITIES** Approved by OMB Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 0348-0046 (See reverse for public burden disclosure.)

|  |  |   |   |
|--|--|---|---|
| <b>1. Type of Federal Action:</b> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance  |  | <b>2. Status of Federal Action:</b> a. bid/offer/application b. initial award c. post-award                                 | <b>3. Report Type:</b> a. initial filing b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b> Tier _____, if known : Congressional District, if known : Prime Subawardee   |  | <b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Congressional District, if known : |   |
| <b>6. Federal Department/Agency:</b>   |  | <b>7. Federal Program Name/Description:</b> CFDA Number, if applicable: _____   |   |
| <b>8. Federal Action Number, if known :</b>  |  | <b>9. Award Amount, if known : \$</b>   |   |
| <b>10. a. Name and Address of Lobbying Entity b. Individuals Performing Services</b> (including address if (if individual, last name, first name, MI): different from No. 10a ) (last name, first name, MI ): (attach Continuation Sheet(s) SF-LLLA, if necessary) |  |   |   |

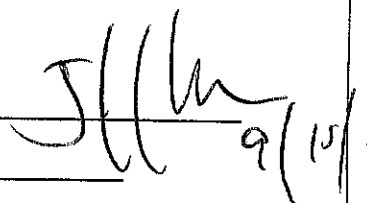
|  |   |
|--|---|
| <b>11. Amount of Payment</b><br>\$ _____ actual planned  | <b>13. Type of Payment :</b><br>a. retainer<br>b. one-time fee<br>c. commission<br>d. contingent fee<br>e. deferred<br>f. other; specify: _____ |
| <b>12. Form of Payment (check all that apply):</b> nature _____ value _____ a. cash b. in-kind; specify: |   |

**14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:** (attach Continuation Sheet(s) SF-LLLA, if necessary)

NO LOBBYING WILL BE PERFORMED

**15. Continuation Sheet(s) SF-LLLA attached:** Yes \_\_\_\_\_ No \_\_\_\_\_

**16. Information requested through this form is authorized by title 31 U.S.C. section 1352.** This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: Print Name: Jeffrey Mills  9/15/11

Title: Director, Food Services

Telephone No.: 202-574-7603

Date: 8/2/11

Federal Use Only:

Authorized for Local Reproduction  
Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLLA Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organization all level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Complete the appropriate section(s) that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through a in-kind payment contribution, specify the nature and value of the in-kind payment.
13. Complete if appropriate. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobby is/has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DCPS

Organization Name

PR/Award Number or Project Name

Jeffrey Mills, Director, Food and Nutrition Service

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

9/15/11

# DISTRICT OF COLUMBIA PUBLIC SCHOOLS

## DIVISION OF FINANCE

Purchaser's Tax Exemption Number is:

(No Expiration Dates)

Washington, D.C. - 9199-0046164-006  
Maryland - 30070511  
Federal I.D. # - 53-600-1131

|  |  |  |  |
|--|--|--|--|
| ★ ★ ★  |  | GOVERNMENT OF THE DISTRICT OF COLUMBIA |  |
|  |  | Department of Finance and Revenue      |  |
| CERTIFICATE OF EXEMPTION   |  | 02403                                  |  |
| ISSUED PURSUANT TO DISTRICT OF COLUMBIA SALES AND USE TAX ACTS                                     |  |  |  |
| THIS CERTIFIES THAT  |  |  |  |
| DISTRICT OF COLUMBIA GOVERNMENT<br>BOARD OF EDUCATION<br>415 12TH STREET NW<br>WASHINGTON DC 20004 |  |  |  |
| DATE ISSUED<br>REISSUED<br>06/26/89  |  | CERTIFICATE NUMBER<br>9199-0046164-006 |  |
| THIS CERTIFICATE IS NONTRANSFERABLE<br>HAROLD L. THOMAS<br>DIRECTOR                                |  |  |  |
| THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS PLACE   |  |  |  |

### Notice to exempt organizations holding previously-issued exemption certificates

The Maryland Sales and Use Tax Division is re-issuing sales tax exemption certificates to all organizations which continue to qualify. Your organization's new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 1992. Vendors are required to charge tax on sales made on or after October 1, 1992, to any organization which does not present a new certificate at the time of sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 1992, so that they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Additional copies of the exemption certificate may be obtained by organizations with more than one location or chapter, or for other demonstrated cause, by contacting the Taxpayer Service Section by mail at 301 W. Preston Street, Room 404, Baltimore, Maryland 21201-2383, or by telephone at (410) 225-1300 in Baltimore or toll-free 1-800-492-1751 from elsewhere in Maryland. TTY for deaf: Baltimore Area 383-7555; D.C. Metro Area 565-0451; toll-free in Maryland 1-800-492-5062

State of Maryland  
Comptroller of the Treasury  
Sales and Use Tax Division  
301 W. Preston Street  
Baltimore, Maryland 21201-2383

The attached card is your organization's new exemption certificate which is valid upon receipt and effective until the expiration date designated on its face. Please read the enclosed Tax Tip and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 225-1300 in Baltimore, or toll free 1-800-492-1751 from elsewhere in Maryland.

### State of Maryland Comptroller of the Treasury Sales and Use Tax Exemption Certificate

Account Number

30070511

Expiration Date  
09/30/97

Name

DISTRICT OF COLUMBIA PUBLIC SCHOOLS  
DIVISION OF FISCAL SERVICES  
415 12TH STREET, N.W.  
WASHINGTON, DC 20004-1994

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

11640

Signature:



Title: Controller

# A-133

Schein, Donna (DCPS)

**From:** Musara, Munetsi (OCFO-DCPS)  
**Sent:** Thursday, August 18, 2011 10:11 AM  
**To:** Schein, Donna (DCPS)  
**Cc:** Nitz, John (OCFO-DCPS); Wright, Ruth A. (DCPS); Dines, George (OCFO)  
**Subject:** Re: A-133 for NSLP Application

The 2011 A-133 will be issued on June 30, 2012.

Do you need the link to the 2010 A-133 issued on June 30, 2011?

Sent from my iPad

On Aug 18, 2011, at 9:01 AM, "Schein, Donna (DCPS)" <[donna.schein@dc.gov](mailto:donna.schein@dc.gov)> wrote:

Hello Tim and John,

We need to provide OSSE with a (tentative) date that the A-133 for 2011 will be completed for the NSLP application.

Below is the section regarding the request from the NSLP application:

## ***FUNDING SOURCES***

### **Federal Amount**

Does your organization receive more than \$500,000 total for all federally funded programs during the fiscal year, including NSLP, Title I, NCLB, etc.

☐ Yes ☐ No

If yes, provide a copy of current A-133 Audit Report. Copies of the 2011 Audit are due as soon as they are received by the school.

**DUNS Number (Required)** - \_\_\_\_\_

Since the audit has not been completed, OSSE has asked for the target date - can you provide a target date?

Thanks,

Donna

**Donna F. Schein**  
**Deputy Director, Food Services**

**Office of the Chief Operating Officer**

District of Columbia Public Schools  
1200 First Street, NE, 11th Floor  
Washington, DC 20002  
(M) 202.631.6259

[donna.schein2@dc.gov](mailto:donna.schein2@dc.gov)

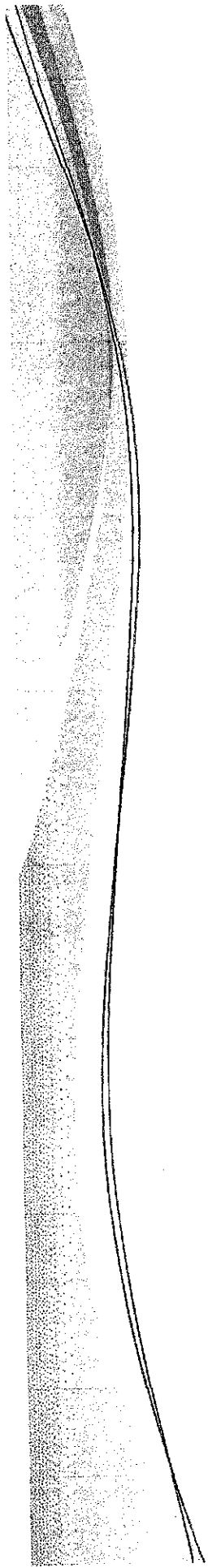
**Put a salad bar in every DCPS school! Visit [DCPS' Let's Move Salad Bars to School Page](#) to support our healthy eating initiative.**

***"One City Summer Fun ... Something for Everyone"***

Mayor Gray's comprehensive summer program with fun activities, events and services for residents of all ages

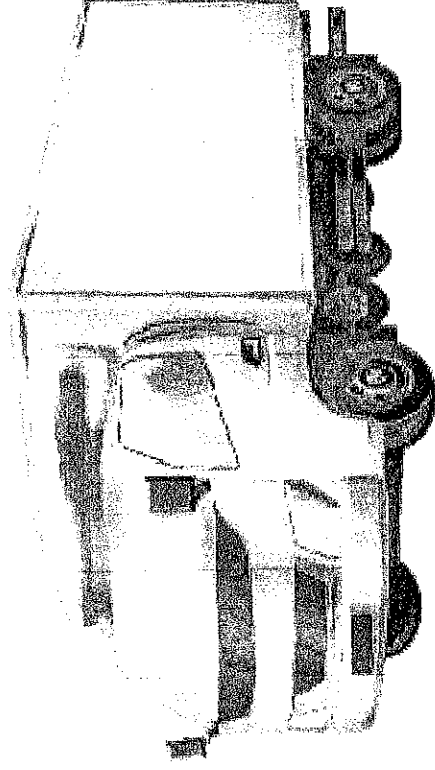
For more information visit [www.onecitysummer.dc.gov](http://www.onecitysummer.dc.gov) or call 311





# **ARMORED SERVICE PICK-UP TRAINING**

(THE RED BOOK)





## ARMORED SERVICE TRAINING CONTENT

- Completing the Bank Deposit Ticket.
- Completing the Bank Deposit Bag.
- Completing the Armored Service (Red Book)
- Armored Service Pick-up.



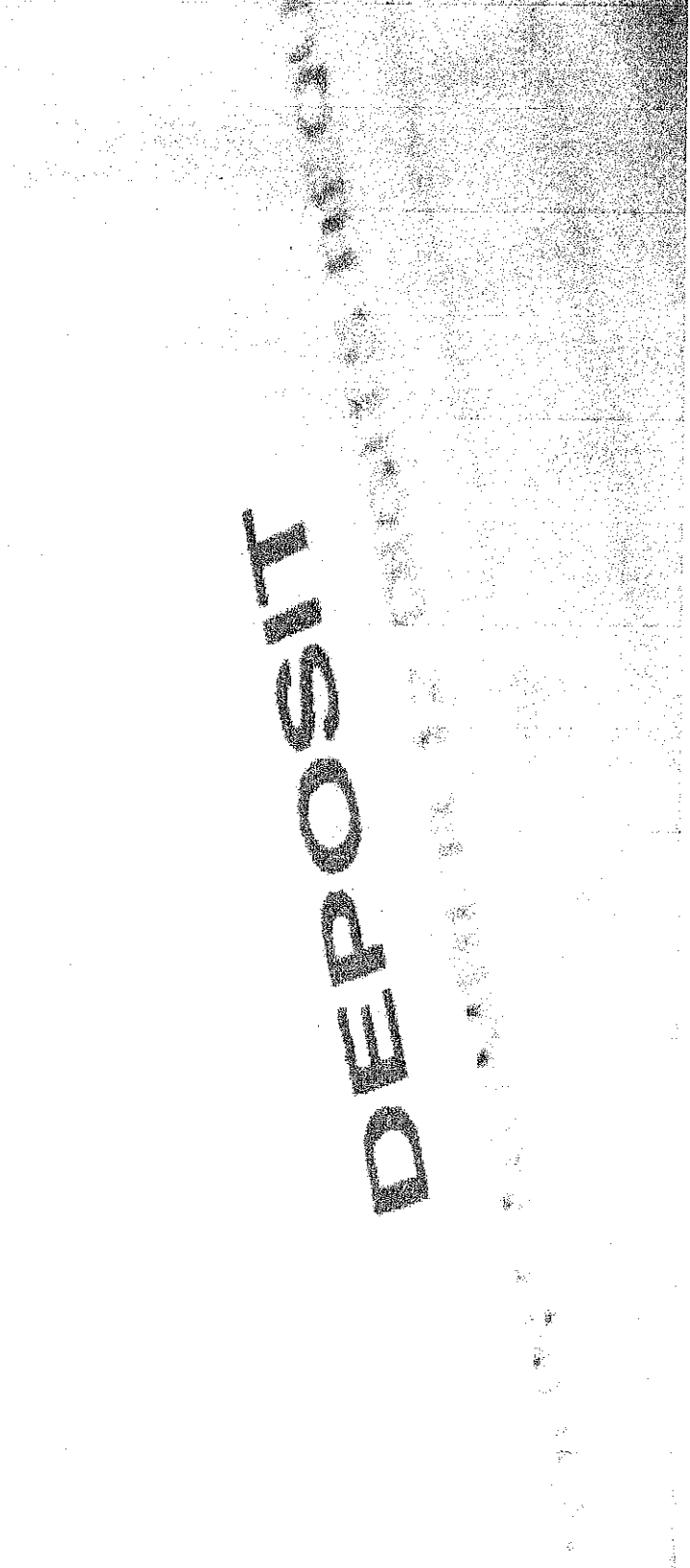
## **Step 1:**

### **Complete a pre-encoded deposit ticket**

Deposit tickets will be encoded with the location name and a unique identifier number.

(SEND ORIGINAL TOP COPY TO THE BANK) (WHITE COPY)

**DEPOSIT**



# DEPOSIT TICKET EXHIBIT (1)

LEONARD J. SPENCER  
4551 N. 1st Avenue East, Orem, UT 84057-2705

LEWIS & CLARK

**Washington Bank**  
 341 Madison St., Washington, D.C.

DATE \_\_\_\_\_

GN218K  
1638162

DCPS KRAMER MIDDLE SCHOOL #314  
1700 Q STREET, SE  
WASHINGTON, DC 20024

TOTAL DEPOSIT

100

200

11-000314 45452

| CURRENCY COUNT           |                          | CURRENCY COUNT           |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| 1                        | 2                        | 3                        | 4                        |
| 100                      | 100                      | 100                      | 100                      |
| 50                       | 50                       | 50                       | 50                       |
| 20                       | 20                       | 20                       | 20                       |
| 10                       | 10                       | 10                       | 10                       |
| 5                        | 5                        | 5                        | 5                        |
| 1                        | 1                        | 1                        | 1                        |
| TOTAL CURRENCY           | TOTAL CURRENCY           | TOTAL CURRENCY           | TOTAL CURRENCY           |
| 100                      | 100                      | 100                      | 100                      |
| TOTAL FROM OTHER SOURCES | TOTAL FROM OTHER SOURCES | TOTAL FROM OTHER SOURCES | TOTAL FROM OTHER SOURCES |
| 100                      | 100                      | 100                      | 100                      |
| TOTAL                    | TOTAL                    | TOTAL                    | TOTAL                    |
| 100                      | 100                      | 100                      | 100                      |

DCPS KRAMER MIDDLE SCHOOL #314

1701 O STREET SE

TOTAL DEPOSIT

PLEASE ENTER TOTAL HERE

## Step 2:

### Bank Depository Bag:

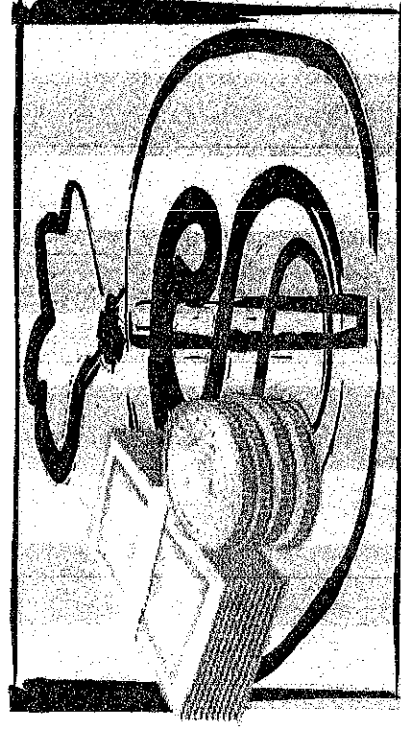
Top: Complete the senders information

- Customer Name
- Location
- **Omit the Account #**
- Date
- Amount the deposit said to contain \$

Bottom:

- Complete the bank name and address

INSERT THE CASH INTO THE BAG



**AT&T**

CUSTOMER SERVICE CENTER  
800-955-5766

**STATION**

**BRANCH I**  
*D.C. Public School*

**BRANCH II**  
*1234 School Ave SW*

**DATE**  
*2/4/2011*

**DEPOSIT SAID TO CONTAIN \$**  
*\$ 1.00*

**AMOUNT DROPPED**  
*ONE COIN*

**BRANCH I**  
*Washington Bank*

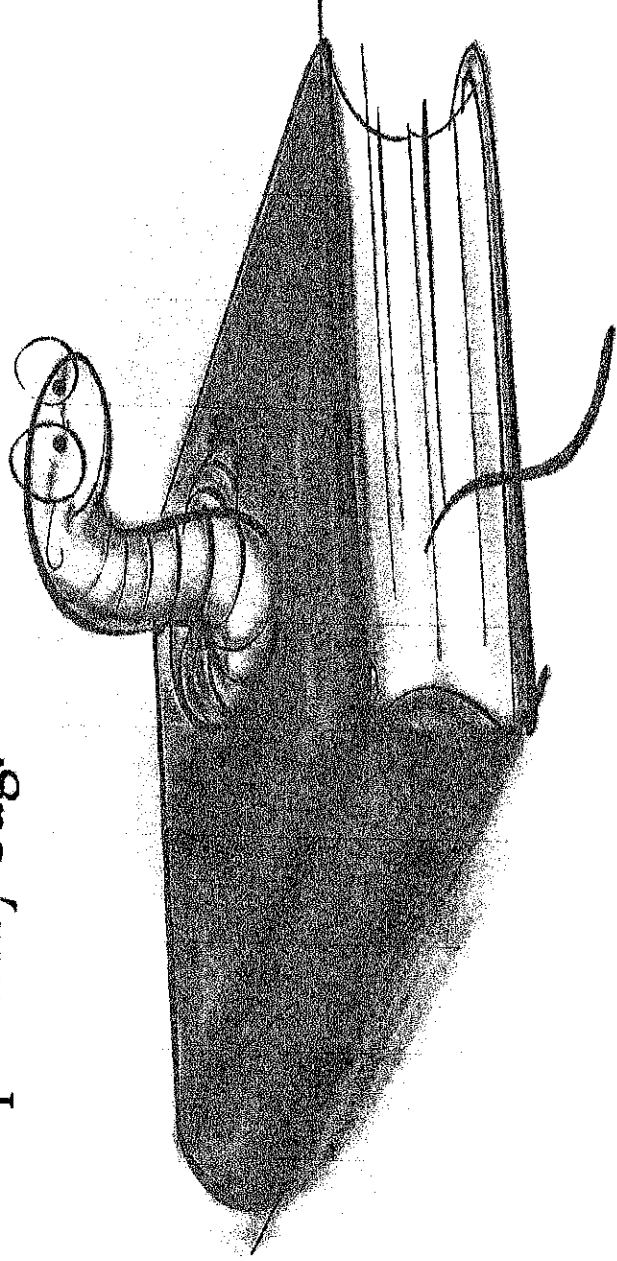
**BRANCH II**  
*Cash Vault / Savings A/c*

### Step 3:

## Complete the Armored Service Red

### Book:

- Log the bag number
- Log the description (Cash/Checks)
- Log the amount
- Remove and attach the barcode label to the depository bag.















# Deposit Log Book

## EXHIBIT (3)

Issued by **UNITED STATES AIR FORCE**, a public entity

### CURRENCY/OTHER SUPPORT PAGE

From \_\_\_\_\_, hereinafter, the following amounts to be delivered to the respective assignees herein listed. It is agreed that all these packages are to be effectively and securely sealed by the assignee and that the assignee, hereinafter, shall be responsible for any damage sustained in any such package which is not so effectively and securely sealed. Furthermore, the assignee, hereinafter, shall not be liable for loss from the value or funds listed of any such package and, in no event, shall the assignee, hereinafter, be liable for or assumed to accept of the liability assumed in the Service Agreement.

| UNITED STATES AIR FORCE AIRCRAFT |             |        | UNITED STATES AIR FORCE AIRCRAFT |      |      | UNITED STATES AIR FORCE AIRCRAFT |   |
|----------------------------------|-------------|--------|----------------------------------|------|------|----------------------------------|---|
| BAG NUMBER                       | DESCRIPTION | AMOUNT | SIGNATURE                        | DATE | TIME | PACKAGE #                        | PACKAGE LABEL   |
| CA<br>24/10560                   | CRSIT       | 1 CD   |                                  |      |      | V4431711                         | <br>V4431711   |
|                                  |             |        |                                  |      |      | V4431712                         | <br>V4431712   |
|                                  |             |        |                                  |      |      | V4431713                         | <br>V4431713   |
|                                  |             |        |                                  |      |      | V4431714                         | <br>V4431714   |
|                                  |             |        |                                  |      |      | V4431715                         | <br>V4431715  |
|                                  |             |        |                                  |      |      | V4431716                         | <br>V4431716 |
|                                  |             |        |                                  |      |      | V4431717                         | <br>V4431717 |
|                                  |             |        |                                  |      |      | V4431718                         | <br>V4431718 |
|                                  |             |        |                                  |      |      | V4431719                         | <br>V4431719 |
|                                  |             |        |                                  |      |      | V4431720                         | <br>V4431720 |
|                                  |             |        |                                  |      |      | V4431721                         | <br>V4431721 |
|                                  |             |        |                                  |      |      | V4431722                         | <br>V4431722 |

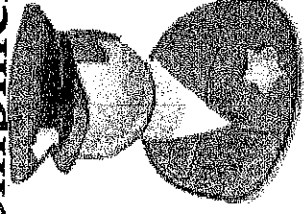




## Step 4:

Transfer the depository bag/s to the Armored Courier

- The courier will scan the location cards.
- Verify the logged items.
- Sign, date and indicate the time of pick up.
- Your process is complete.
- Note:
- If the courier arrives and you do not have a outgoing deposit the courier “MUST” scan your location cards to indicate “No outgoing shipment”.





OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF FINANCE AND TREASURY  
POLICY AND PROCEDURE  
DCPS RECONCILIATION OF CAFETERIA REVENUE COLLECTION, RECORDING AND REPORTS

**OBJECTIVE**

The objective of the policy and procedure related to reconciliation and recording of revenue collected by DCPS cafeteria sales:

- 1 Ensure the controls for revenue collections of cafeteria sales are established.
- 2 Ensure the accounting and administrative controls surrounding the collection of revenue are addressed.
- 3 Ensure the reconciliation and recording of assets and liabilities are properly performed in accordance with all the laws and regulations of the District of Columbia Government

**END OF DAY PROCEDURE**

**Reconciliation**

The cafeteria manager is responsible for reconciliation of total revenue collected. Once the final cafeteria lunch period has ended for the day, the cafeteria manager will reconcile the cash drawer. In order to exercise dual control, the cafeteria manager along with a cashier as witness, will oversee the reconciliation process. The cafeteria manager must record the transaction from that day's cafeteria sales onto WebSMARTT **Bank Deposit Bag Tracking** report (see attachment **A**) as well as complete a bank deposit ticket. The bank deposit ticket and deposit bag must be prepared following the final lunch period. The deposit ticket and sealed deposit bag must be placed inside the cafeteria office vault awaiting armor car pickup.

**Reporting**

Reporting will begin, immediately following the final lunch period for that day; the cafeteria manager will complete an **End of Day report**; which includes Edit Check; Item Sales and the Sales & Meal Count reports (see attachment **B1-B4**). These reports account for the sales and revenue activity that occurred on that business day. On a daily basis, the reports will be signed by the cafeteria manager and the cashier who witnessed the reconciliation. On a monthly basis, the cafeteria manager will forward that month's reports along with the bank deposit ticket to your corresponding vendor and DCPS/OCFO finance personnel, in the following manner;

- End of Day Report with the **pink** copy of bank deposit ticket forwarded to:

Chartwells/Thompson  
Attn: DC Public Schools, FNS  
3535 V Street, NE  
Washington, DC 20018

or MidAtlantic/Washington DC Culinary Center or  
Attn: DC Public Schools, FNS  
6219 Columbia Park Rd.  
Cheverly, MD 20785

DC Central Kitchen  
Attn: DC Public Schools, FNS  
425 2<sup>nd</sup> Street, NW  
Washington, DC 20001

- End of Day Report with the **yellow** copy of bank deposit tickets forwarded to:

Office of Chief Financial Office  
District of Columbia Public School  
Attn: John Nitz  
1200 First Street, NE  
11<sup>th</sup> Floor  
Washington, DC 20002

Note: It's the responsibility of the cafeteria manager to document any error(s) that have occurred with revenue collections during the breakfast and lunch period on the End of Day report. All error report(s) will to be forwarded to the attention there designated vendor. It's the vendor's responsibility to document the error(s) and bring it to the attention of designated FNS and DCPS/OCFO finance staff.

### **DAILY RECONCILIATIONS**

DCPS/OCFO staff is assigned the responsibility of performing these functions. In order to accurately reconcile revenue collected through cafeteria sales the following functions must be performed daily:

1. The reconciliation must be performed monthly after receiving all of the **End of the Day reports**, bank deposit tickets (yellow copy) and the bank statements. The Sales & Meal Count report will be used to identify various forms of revenue collected, i.e. cash, check, online payments. A Cash Journal report should be generated from Winsnap, the Cash Journal report will give monthly view of all revenue collected via the WebSMARTT cashiering system; these documents will be used to reconcile the actual revenue collected in WebSMARTT.
2. The DCPS/OCFO staff responsible for reconciliation will generate a **District-Wide Cash Journal** report in WebSMARTT to verify each deposit outlined in the **End of Day report** and bank deposit tickets (yellow copy).
3. The **End of Day report**, bank deposit ticket (yellow copy) and the End of Day reports must be attached to the journal entry and recorded in the financial accounting system (SOAR) to reflect the actually revenue collected from cafeteria sales.

**Bank Deposit Bag Tracking**

Page 1

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site:

| Date | Deposit | Bank Bag # | Deposit Slip # | Bank Amount | Over/Short | Pickup Date            |
|------|---------|------------|----------------|-------------|------------|------------------------|
|      |         |            |                |             |            | Has NOT been picked up |

Total Deposit Not Picked Up:

**Edit Check**

Page 1

Site: Central Office 11-12

Date Range: 05/02/11 to 05/02/11

Session: All

Site:

Program:

| Date | Enrollment | Free |       |             | Reduced |       |             | Paid  |       |             | Total Claimed | Daily Acland Flag |       |
|------|------------|------|-------|-------------|---------|-------|-------------|-------|-------|-------------|---------------|-------------------|-------|
|      |            | ATF  | Elig. | Elig. X ATF | Claim   | Elig. | Elig. X ATF | Claim | Elig. | Elig. X ATF |               |                   | Claim |
|      |            |      |       |             |         |       |             |       |       |             |               |                   |       |
|      |            |      |       |             |         |       |             |       |       |             |               |                   |       |
| Days |            |      |       |             |         |       |             |       |       |             |               |                   |       |

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: |      |         |      |
| % Eligible:          | 0    | 0       | 0    |
| % AF Eligible:       | 0    | 0       | 0    |

Signature

Date

Cashier Manager

Witness (Cashier)

Date

Item Sales

Page 1

Site: Central Office 11-12      Date Range: 05/02/11 to 05/02/11      Session: All

Site:

| Session Date: |             | Quantity Sold |   |   |   |            |      |              |      |                   |      |          |            |      |
|---------------|-------------|---------------|---|---|---|------------|------|--------------|------|-------------------|------|----------|------------|------|
| Session Type: |             |               |   |   |   | A la Carte |      | Earned Meals |      | Earned A la Carte |      | Adjusted |            |      |
| Item          | Description | Total         | F | R | P | A          | Stud | Adult        | Stud | Adult             | Stud | Adult    | A la Carte | Meal |

## Sales and Meal Counts

Page 1

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site: 0471 Ellington School of the Arts

Days: 1

## I. Operating Revenue

| Breakfast           |             |                 |                 |               |        | Lunch |             |                 |                 |               |          |
|---------------------|-------------|-----------------|-----------------|---------------|--------|-------|-------------|-----------------|-----------------|---------------|----------|
|                     | POS<br>Cash | Partial<br>Cash | Meal<br>Credits | Acct.<br>Cash | Total  |       | POS<br>Cash | Partial<br>Cash | Meal<br>Credits | Acct.<br>Cash | Total    |
| Free Meals:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Reduced Meals:      | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Paid Meals:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$15.00     | \$0.00          | \$0.00          | \$67.50       | \$82.50  |
| Student Meals:      | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$15.00     | \$0.00          | \$0.00          | \$67.50       | \$82.50  |
| Free Second:        | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Reduced Second:     | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Paid Second:        | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Student Second:     | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Free A la Carte:    | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Reduced A la Carte: | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Paid A la Carte:    | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$7.85      |                 |                 | \$0.00        | \$7.85   |
| Student A la Carte: | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$7.85      |                 |                 | \$0.00        | \$7.85   |
| Adult Meals:        | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$13.75     | \$0.00          | \$0.00          | \$0.00        | \$13.75  |
| Adult Second:       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Adult A la Carte:   | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Adult Total:        | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$13.75     | \$0.00          | \$0.00          | \$0.00        | \$13.75  |
| Total (w/out Tax):  | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$35.60     | \$0.00          | \$0.00          | \$67.50       | \$104.10 |
| Sales Tax:          | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Total (with Tax):   | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$35.60     | \$0.00          | \$0.00          | \$67.50       | \$104.10 |

## II. Participation

| Reimbursable Meals / Breakfast |             |                  |               |        |       | Reimbursable Meals / Lunch |             |                  |               |        |       |
|--------------------------------|-------------|------------------|---------------|--------|-------|----------------------------|-------------|------------------|---------------|--------|-------|
|                                | POS<br>Cash | Acct.<br>Credits | Acct.<br>Cash | Earned | Total |                            | POS<br>Cash | Acct.<br>Credits | Acct.<br>Cash | Earned | Total |
| Free Meals:                    | 34          | 0                | 0             | 0      | 34    |                            | 71          | 0                | 0             | 0      | 71    |
| Reduced Meals:                 | 12          | 0                | 0             | 0      | 12    |                            | 14          | 0                | 0             | 0      | 14    |
| Paid Meals:                    | 54          | 0                | 0             | 0      | 54    |                            | 10          | 0                | 45            | 0      | 55    |
| Total Student Meals:           | 100         | 0                | 0             | 0      | 100   |                            | 95          | 0                | 45            | 0      | 140   |

| Non-reimbursable Meals / Breakfast |        |                     |                          |                       |                |       |  | Non-reimbursable Meals / Lunch |        |                     |                          |                       |                |       |  |
|------------------------------------|--------|---------------------|--------------------------|-----------------------|----------------|-------|--|--------------------------------|--------|---------------------|--------------------------|-----------------------|----------------|-------|--|
| Meals                              | Earned | Pos.<br>POS<br>Cash | Pos.<br>Acct.<br>Credits | Pos.<br>Acct.<br>Cash | Pos.<br>Earned | Total |  | Meals                          | Earned | Pos.<br>POS<br>Cash | Pos.<br>Acct.<br>Credits | Pos.<br>Acct.<br>Cash | Pos.<br>Earned | Total |  |
| Adult Meals:                       | 0      | 0                   | 0                        | 0                     | 0              | 0     |  | 0                              | 0      | 0                   | 0                        | 0                     | 0              | 0     |  |
| Free Meals:                        | 0      | 0                   | 0                        | 0                     | 0              | 0     |  | 0                              | 0      | 0                   | 0                        | 0                     | 0              | 0     |  |
| Reduced Meals:                     | 0      | 0                   | 0                        | 0                     | 0              | 0     |  | 0                              | 0      | 0                   | 0                        | 0                     | 0              | 0     |  |
| Paid Meals:                        | 0      | 0                   | 0                        | 0                     | 0              | 0     |  | 0                              | 0      | 0                   | 0                        | 0                     | 0              | 0     |  |
| Total Student Meals:               | 0      | 0                   | 0                        | 0                     | 0              | 0     |  | 0                              | 0      | 0                   | 0                        | 0                     | 0              | 0     |  |

## III. Credit

| Breakfast |        |         |        |        |        | Lunch |        |         |         |        |         |
|-----------|--------|---------|--------|--------|--------|-------|--------|---------|---------|--------|---------|
|           | Free   | Reduced | Paid   | Adult  | Total  |       | Free   | Reduced | Paid    | Adult  | Total   |
| Repaid:   | \$1.00 | \$0.00  | \$0.00 | \$0.00 | \$1.00 |       | \$0.00 | \$0.00  | \$10.00 | \$0.00 | \$10.00 |
| Extended: | \$0.00 | \$0.00  | \$0.00 | \$0.00 | \$0.00 |       | \$0.00 | \$0.00  | \$0.00  | \$0.00 | \$0.00  |

## Sales and Meal Counts

Page 2

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site: 0471 Ellington School of the Arts

Days: 1

## IV. Prepayments

|   |                  | At School Site |        |             |           |        |
|---|------------------|----------------|--------|-------------|-----------|--------|
|   |                  | Cash           | Check  | Credit Card | Promotion | Total  |
| POS Line  | Account Cash     | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
|   | Breakfast Credit | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
|   | Lunch Credit     | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
|   | Total            | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
| Manager   | Account Cash     | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|   | Breakfast Credit | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|   | Lunch Credit     | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|   | Total            | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
| Kiosk   | Account Cash     | \$0.00         | NA     | NA          | NA        | \$0.00 |
| VendSMARTT  | Account Cash     | \$0.00         | NA     | NA          | NA        | \$0.00 |
| Total (cash and check totals included in deposit) |                  | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |

|                                 |                  | Remote |        |             |           |        |
|---------------------------------|------------------|--------|--------|-------------|-----------|--------|
|                                 |                  | Cash   | Check  | Credit Card | Promotion | Total  |
|                                 | Account Cash     | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|                                 | Breakfast Credit | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|                                 | Lunch Credit     | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|                                 | Total            | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
| mLM                             | Account Cash     | NA     | NA     | \$0.00      | NA        | \$0.00 |
| Total (not included in deposit) |                  | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |

|             |  |        |        |        |        |        |
|-------------|--|--------|--------|--------|--------|--------|
| Grand Total |  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
|-------------|--|--------|--------|--------|--------|--------|

## V. Bank Deposit &amp; Revenue

|                             |         | Revenue Summary            |                           |
|-----------------------------|---------|----------------------------|---------------------------|
| Cash from Breakfast Section | \$0.00  | Revenue from Meal Sessions | Breakfast POS \$0.00      |
| Cash from Lunch Section     | \$36.60 |                            | Lunch POS \$104.10        |
| Cash from Other Section     | \$0.00  |                            | Other POS \$0.00          |
|                             |         | Tax Revenue                | \$0.00                    |
| POS Line Prepayments        | \$0.00  | Total Sales Revenue        | \$104.10                  |
| Manager Prepayments         | \$0.00  |                            |                           |
| Kiosk Prepayments           | \$0.00  | Unpaid Money Used          |                           |
| VendSMARTT Prepayments      | \$0.00  | Account Cash Used          | \$1.00                    |
|                             |         | Account Meal Credits Used  | \$0.00                    |
| Miscellaneous Revenue       | \$0.00  |                            |                           |
| Miscellaneous Expense       | \$0.00  | Charges                    |                           |
|                             |         | Credit Extended            | \$56.00                   |
| Total Expected Cash         | \$36.60 | Credit Repaid              | At School Site \$0.00     |
| Cash Over/Short             | \$13.50 |                            | Remote \$0.00             |
| Total Deposited Cash        | \$50.10 |                            | mLM \$0.00                |
|                             |         |                            | Kiosk \$0.00              |
|                             |         |                            | VendSMARTT \$0.00         |
|                             |         | Value of Earned Meals      |                           |
|                             |         |                            | Student Meals \$0.00      |
|                             |         |                            | Student & La Carte \$0.00 |
|                             |         |                            | Adult Meals \$0.00        |
|                             |         |                            | Adult & La Carte \$202    |



## U.S. DEPARTMENT OF AGRICULTURE

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Revolution Foods

Organization Name

PR/Award Number or Project Name

James A. Mitchell, Regional Vice President

Name(s) and Title(s) of Authorized Representative(s)

James A. Mitchell

Signature(s)

8/4/11

Date

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

1. By signing and submitting this form, the prospective lower tier participant is providing the certification in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency from which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## U.S. DEPARTMENT OF AGRICULTURE

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Compass Group USA, Inc., by and through its Chartwells Division

Organization Name

PRCAward Number or Project Name

Keith T. Cullinan, President-Schools

Name(s) and Title(s) of Authorized Representative(s)

*Keith T. Cullinan*

8/4/11

Signature(s)

Date

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion - Lower Tier Covered Transactions

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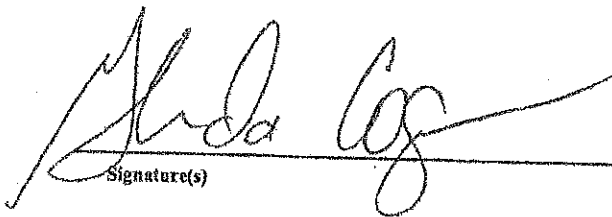
DC Central Kitchen Inc

Organization Name

PR/Award Number or Project Name

Glenda COGNEVICH

Name(s) and Title(s) of Authorized Representative(s)



Signature(s)

8/2/11

Date

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

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7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
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# U.S. DEPARTMENT OF AGRICULTURE

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*Revolution Foods*

Organization Name

PR/Award Number or Project Name

*James A. Mitchell, Regional Vice President*

Name(s) and Title(s) of Authorized Representative(s)

*James A. Mitchell*

Signature(s)

*8/4/11*

Date

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

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## Operating Data

The following sections are for the School Food Authority, not individual sites.

### TRAINING- BY SFA

#### Staff Training

|  | Name/Title  | Scheduled Training Date | Completed Training Date |
|--|---|-------------------------|-------------------------|
| Menus                                    | Menu Overview/ Opening Meeting                    | 8/10-8/12/2011          | 8/12/2011               |
| Daily Meal Count Procedures              | Accountability Training/ Opening Meeting          | 8/10-8/12/2011          | 8/12/2011               |
| Self-Reviews (SFA's with multiple sites) | ??? Whitney Bateson                               | 8/10-8/12/11            |                         |
| Record Keeping                           | Record Keeping/Production Records/Opening Meeting | 8/10-8/12/2011          | 8/12/2011               |
| Meal Service                             | Menu Overview/ Opening Meeting                    | 8/10-8/12/2011          | 8/12/2011               |
| Food Service Sanitation                  | ???? Chef, Clay Berry                             | 8/10-8/12/2011          |                         |
| USDA Meal Pattern Requirement            | Menu Overview/ Opening Meeting                    | 8/10-8/12/2011          | 8/12/2011               |
| CACFP At-Risk Supper Procedures          | ????? Whitney Bateson                             | 8/10-8/12/2011          |                         |

**\* Include agenda and supporting documentation**

### OTHER

#### Public Release

Enter the date the public release was/will be sent to the media: \_\_\_\_ July 29, 2011 \_\_\_\_

Write the name(s) of the newspaper, TV station, radio station, etc. to which the public release was/will be sent:

\_\_ DKN - District Knowledge Network \_\_\_\_

State agency will provide the public release for all timely approved applications.

Is W-9 form attached: \_\_\_\_X Yes \_\_\_\_ No

Is Master Supplier Information Collection Template attached: \_\_\_\_ Yes \_\_\_\_X No

#### Authorized Personnel to sign:

##### NSLP Claims:

##### Healthy School Act (HSA) Claims

1. Jeffrey Mills
2. Donna Schein
3. \_\_\_\_\_

1. Jeffrey Mills
2. Donna Schein
3. \_\_\_\_\_



# WebSMARTT<sup>TM</sup> 3

## **WebSMARTT 3 Training**

**August 12th, 2011 (If necessary)**

**12:30 p.m. – 2:30 p.m.**

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |  |
|-------------------------------|--|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>New Build A Meal Process<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|-------------------------------|--|

---

|                              |   |
|------------------------------|---|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|------------------------------|---|

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# WebSMARTT<sup>TM</sup> 3

## **WebSMARTT 3 Training**

August 9th, 2011

12:30 p.m. – 2:30 p.m.

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |  |
|-------------------------------|--|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>New Build A Meal Process<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|-------------------------------|--|

---

|                              |   |
|------------------------------|---|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|------------------------------|---|

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# WebSMARTT<sup>TM</sup> 3

## **WebSMARTT 3 Training**

August 11th, 2011

12:30 p.m. – 2:30 p.m.

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |                               |
|-------------------------------|-------------------------------|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b> |
|-------------------------------|-------------------------------|

New Keyboard Layout  
New Build A Meal Process  
Error Messages  
Proper Meal Capture  
New Procedures  
Q&A

---

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b> |
|------------------------------|-----------------------------------|

Running POS Operations effectively  
Bank Deposit Procedures  
Cash Handling Procedures  
Report Procedures  
Kiosk (If available) procedures  
Q&A

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# WebSMARTT<sup>TM</sup> 3

## **WebSMARTT 3 Training**

**August 10th, 2011**

**12:30 p.m. – 2:30 p.m.**

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |  |
|-------------------------------|--|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>New Build A Meal Process<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|-------------------------------|--|

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|                              |   |
|------------------------------|---|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|------------------------------|---|

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## DCPS School Year 2011 – 2012 WebSMARTT Changes

DCPS is implementing a lot of changes for the 2011 – 2012 school year. This document will go over the major changing that will be effect how the Café Leads, Cashiers and Area Directors use and manage WebSMARTT.

### **1) Charge Policy**

- a) DCPS is implementing a charge policy throughout the district of \$27 for Elementary and \$32 for Secondary
- b) They will be able to charge up to 20 meals before the system will no longer allow another charge and will display "Credit Limit Exceeded"
- c) There will be levels of communications to parents about their child's negative balance(s). See Attachment OFNS Charge Policy for full description.

### **2) Cashless Lines**

- a) DCPS is now cashless at the POS lines
- b) Money will no longer be accepted at the Point of Sale during a meal session
- c) Money will be collected before Breakfast, after Breakfast and after Lunch
- d) Café Leads will input all prepayments collected using WebSMARTT Customer module
- e) Prepayments can also be made at MyPal Kiosks (If applicable) at anytime
- f) Prepayments can be made through <http://www.mylunchmoney.com> with a credit or debit card
- g) This will reduce or eliminate discrepancies at the end of the day during reconciliation.

### **3) No more Combo Lunch or Combo Breakfast button**

- a) In an effort to get more detail at the Point of Sale DCPS has decided to no longer use Combo buttons for meals
- b) Cashiers will Build-A-Meal by selecting what the child actually has on their plate to make the reimbursable meal
- c) A combination of items must be selected from the options before the POS will register it as a "Complete Meal"
- d) If items selected do not meet the requirements for a complete meal they will be charged as A La Carte
- e) This will help us determine what is selling and what is not at a more detailed level

### **4) Cashier Permission Changes**

- a) Cashiers will no longer be able to do certain things at the Point of Sale screen
- b) Top row:
  - i) A, B and Single Action Mode are no longer available to cashiers.
    - (1) Single Action Mode is disabled due to the new Build A Meal philosophy
- c) 2<sup>nd</sup> row from top:
  - i) Adult, Earned and Void Last are no longer available to cashiers.
    - (1) Adult is disabled because adults will have an account in WebSMARTT to purchase a meal
    - (2) Earned is disabled as it was not being used for its actual purpose

- (3) Void Last is disabled as it has been decided that only Café Leads will have the ability to void through the POS Operations screen
- d) 3<sup>rd</sup> row from top:
  - i) Queue ID #, Prepay are no longer available to cashiers
    - (1) Queue ID # has never been used in DC
    - (2) Prepay is disabled as no prepayments will be taken during a meal session
- e) Bottom row:
  - i) Finish Cash is no longer available to cashiers
    - (1) Finish Cash is disabled as no money will be exchanging hand at the Point of Sale any more. This will also prevent any "accidental" pushes of Finish Cash instead of Finish Account.
- 5) Bulk-Entry Disabled**
  - a) There will be no more bulk entry for Supper or Snack
    - i) It was never used correctly and caused more headaches than helped anything
  - b) They will use the Supper user, 9999, to sign onto the Point of Sale. They will use the A button and Single Action Mode to ring in a Supper Combo.
    - i) Supper will be the only number with A key enabled as well as Single Action Mode
    - ii) Supper will be the only number they will be allowed to have a Combo key
    - iii) It cannot be used at any time other than to ring up Supper
  - c) They will hit the A key over and over until the number of meals served has been rung up.
- 6) Bank Deposits**
  - a) Managers will total up all money collected from prepayments and enter it into WebSMARTT via the Bank Deposit Management Screens.
    - i) This includes the money from the kiosk (If applicable)
  - b) Deposits will be put using Single Breakdown Deposit number of Bills, Loose Coins, Bills and Checks entered.
  - c) Cash Over / Short will **NOT** be tolerated
    - i) With the induction of cashless lines there is no reason for errors.
    - ii) If Cash Over / Short is not \$0.00 then Café Leads will be responsible to find the error using the Prepayment Summary Report and Check Summary Report.
    - iii) Once the error is located the Café lead must correct the error by reversing it and then inputting it correctly.

# Back to School Training 2011-2012

## DCPS Food Service Leads and Foremen

Day 1 - August 9, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                        |   |  |            |
|------------------------|---|--|------------|
| 7:30 am –<br>8:00 am   | Registration and Continental Breakfast                        |  |            |
| 8:00 am –<br>8:15 am   | Opening Comments  | Robert Kelly, Regional Director<br>Chartwells/Thompson, DCPS                 | Auditorium |
| 8:15 am –<br>8:30 am   | Welcome and Opening Comments                                  | Jeffrey Mills, Executive Food Service<br>Director for DCPS                   | Auditorium |
| 8:30 am –<br>8:45 am   | Safety Update and Review of Agenda                            | Celeste Washington, Director of<br>Operations Chartwells/Thompson DCPS       | Auditorium |
| 8:55 am –<br>9:45 am   | Concurrent Session I:   |  |            |
|                        | ▪ (G1) Email & Computer Skills                                | Dana Leach, Area Director<br>Robert Baines, IT Specialist                    | Room 205   |
|                        | ▪ (G2) Ordering & Inventory Control                           | Rob Jaber, Purchasing Manager<br>Jim Basham, District Manager                | Room 204   |
|                        | ▪ (G3) Menus, Recipes, Accountability &<br>Production Records | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist | Room 206   |
| 9:50 am –<br>10:40 am  | Concurrent Session II:  |  |            |
|                        | ▪ (G1) Ordering & Inventory Control                           | Rob Jaber, Purchasing Manager<br>William Kelly, District Manager             | Room 204   |
|                        | ▪ (G2) Menus, Recipes, Accountability &<br>Production Records | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist | Room 206   |
|                        | ▪ (G3) Email & Computer Skills                                | Dana Leach, Area Director<br>Robert Baines, IT Specialist                    | Room 205   |
| 10:45 am –<br>11:35 am | Concurrent Session III:                                       |  |            |
|                        | ▪ (G1) Menus, Recipes, Accountability &<br>Production Records | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist | Room 206   |
|                        | ▪ (G2) Email & Computer Skills                                | Dana Leach, Area Director<br>Robert Baines, IT Specialist                    | Room 205   |
|                        | ▪ (G3) Ordering & Inventory Control                           | Rob Jaber, Purchasing Manager<br>William Kelly, District Manager             | Room 204   |
| 11:45 am –<br>12:00 pm | Closing Remarks   | Robert Kelly, Regional Director<br>Chartwells/Thompson, DCPS                 | Auditorium |
| 12:30 pm –<br>2:30 pm  | POS Training – Red Group                                      | Sean Jacquelin, WebSMARTT Specialist   | Room 205   |

# Back to School Training 2011-2012

## DCPS Food Service

Day 2 - August 10, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                       |   |  |                  |
|-----------------------|---|--|------------------|
| 7:30 am –<br>8:00 am  | Registration and Continental Breakfast        |  |                  |
| 8:05am –<br>9:20 am   | Concurrent Session I:                         |  |                  |
|                       | ▪ (G1) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G2) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G3) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
| 9:25am –<br>10:40 am  | Concurrent Session II:                        |  |                  |
|                       | ▪ (G1) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G2) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G3) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
| 10:45am –<br>12:00 pm | Concurrent Session III:                       |  |                  |
|                       | ▪ (G1) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G2) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G3) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
| 12:30 pm –<br>2:30 pm | POS Training – Blue Group                     | Sean Jacquelin, WebSMARTT Specialist   | Room 205         |

### Group Codes:

Group 1 (G1) = Secondary Foremen & Cooks

Group 2 (G2) = Elementary Satellite Leads & Key Staff

Group 3 (G3) = Elementary On-site Leads & Key Staff



# Back to School Training 2011-2012

## DCPS Food Service

Day 3 - August 11, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                       |   |  |                  |
|-----------------------|---|--|------------------|
| 7:30 am –<br>8:00 am  | Registration and Continental Breakfast        |  |                  |
| 8:05am –<br>9:20 am   | Concurrent Session I:                         |  |                  |
|                       | ▪ (G1) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G2) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G3) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
| 9:25am –<br>10:40 am  | Concurrent Session II:                        |  |                  |
|                       | ▪ (G1) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G2) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G3) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
| 10:45am –<br>12:00 pm | Concurrent Session III:                       |  |                  |
|                       | ▪ (G1) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G2) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G3) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
| 12:30 pm –<br>2:30 pm | POS Training – Yellow Group                   | Sean Jacquelin, WebSMARTT Specialist   | Room 205         |

### Group Codes:

Group 1 (G1) = Secondary Foremen & Cooks

Group 2 (G2) = Elementary Satellite Leads & Key Staff

Group 3 (G3) = Elementary On-site Leads & Key Staff

# Back to School Training 2011-2012

## DCPS Food Service

Day 4 - August 12, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                       |   |   |            |
|-----------------------|---|---|------------|
| 7:30 am –<br>8:00 am  | Registration and Continental Breakfast                      |   |            |
| 8:05am –<br>9:20 am   | Concurrent Session I:                                       |   |            |
|                       | ▪ (G1) Cash Handling, EoD Settlement & Daily POS Procedures | Trudi Gall, Controller<br>Cheryl Brown, Area Director   | Room 205   |
|                       | ▪ (G2) Opening Packet, Uniform & Key Distribution           | William Kelly, District Manager<br>Marguerite Greenwood, Area Director<br>Aricka Bazemore, Area Director<br>Tawanna Holmes, Area Director | Room 204   |
|                       | ▪ (G3) Allergies, Menu Substitutions & Menu Planning        | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist  | Room 206   |
| 9:25am –<br>10:40 am  | Concurrent Session II:                                      |   |            |
|                       | ▪ (G1) Allergies, Menu Substitutions & Menu Planning        | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist  | Room 206   |
|                       | ▪ (G2) Cash Handling, EoD Settlement & Daily POS Procedures | Trudi Gall, Controller<br>Cheryl Brown, Area Director   | Room - 205 |
|                       | ▪ (G3) Opening Packet, Uniform & Key Distribution           | William Kelly, District Manager<br>Marguerite Greenwood, Area Director<br>Aricka Bazemore, Area Director<br>Tawanna Holmes, Area Director | Room 204   |
| 10:45am –<br>12:00 pm | Concurrent Session III:                                     |   |            |
|                       | ▪ (G1) Opening Packet, Uniform & Key Distribution           | William Kelly, District Manager<br>Marguerite Greenwood, Area Director<br>Aricka Bazemore, Area Director<br>Tawanna Holmes, Area Director | Room 204   |
|                       | ▪ (G2) Allergies, Menu Substitutions & Menu Planning        | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist  | Room 206   |
|                       | ▪ (G3) Cash Handling, EoD Settlement & Daily POS Procedures | Trudi Gall, Controller<br>Cheryl Brown, Area Director   | Room 205   |
| 12:30 pm –<br>2:30 pm | POS Training – Green Group                                  | Sean Jacquelin, WebSMARTT Specialist  | Room 205   |

### Group Codes:

Group 1 (G1) = Secondary Foremen

Group 2 (G2) = Elementary Satellite Leads

Group 3 (G3) = Elementary On-site Leads

## BREAKOUT SESSION GUIDE

### Group Codes:

Group 1 (G1) = Secondary Foremen

Group 2 (G2) = Elementary Satellite Leads

Group 3 (G3) = Elementary On-site Leads

| Day 1        | 8:55 – 9:45 am                                      | 9:50 – 10:40 am                                     | 10:45 – 11:35 am                                    | 12:30pm – 2:30pm       |
|--------------|---|---|---|------------------------|
| Group 1 (G1) | Email and Computer Skills                           | Ordering and Inventory Control                      | Menus, Recipes, Accountability & Production Records | Red Group POS Training |
| Group 2 (G2) | Ordering and Inventory Control                      | Menus, Recipes, Accountability & Production Records | Email and Computer Skills                           |                        |
| Group 3 (G3) | Menus, Recipes, Accountability & Production Records | Email and Computer Skills                           | Ordering and Inventory Control                      |                        |

### Group Codes:

Group 1 (G1) = Secondary Foremen & Cooks

Group 2 (G2) = Elementary Satellite Leads & Key Staff

Group 3 (G3) = Elementary On-site Leads & Key Staff

| Days 2 & 3   | 8:05am – 9:20 am                       | 9:25am – 10:40 am                      | 10:45am – 12:00 pm                     | 12:30pm – 2:30pm                  |
|--------------|--|--|--|-----------------------------------|
| Group 1 (G1) | Culinary – Prep & Cooking Procedures   | Customer Service & Client Relations    | Programs, Presentation & Merchandising | Day 2 – Blue Group POS Training   |
| Group 2 (G2) | Programs, Presentation & Merchandising | Culinary – Prep & Cooking Procedures   | Customer Service & Client Relations    | Day 3 – Yellow Group POS Training |
| Group 3 (G3) | Customer Service & Client Relations    | Programs, Presentation & Merchandising | Culinary – Prep & Cooking Procedures   |                                   |

### Group Codes:

Group 1 (G1) = Secondary Foremen

Group 2 (G2) = Elementary Satellite Leads

Group 3 (G3) = Elementary On-site Leads

| Day 4        | 8:05am – 9:20 am                                     | 9:25am – 10:40 am                                    | 10:45am – 12:00 pm                                   | 12:30pm – 2:30pm         |
|--------------|--|--|--|--------------------------|
| Group 1 (G1) | Cash Handling, EoD Settlement & Daily POS Procedures | Allergies, Menu Substitutions & Menu Planning        | Opening Packet, Uniform & Key Distribution           | Green Group POS Training |
| Group 2 (G2) | Opening Packet, Uniform & Key Distribution           | Cash Handling, EoD Settlement & Daily POS Procedures | Allergies, Menu Substitutions & Menu Planning        |                          |
| Group 3 (G3) | Allergies, Menu Substitutions & Menu Planning        | Opening Packet, Uniform & Key Distribution           | Cash Handling, EoD Settlement & Daily POS Procedures |                          |

## Supper Accountability Step-By-Step

### 1. Start POS/Meal Session, select "Other"

Starting

Session Date: Monday, May 10, 2010

Transactions | Terminals | Items | Edit Check | Monitor | Options | Promotions | Diagnostic

| Terminal |          |            |
|----------|----------|------------|
| ID       | Operator | Transactio |
|          |          |            |

Meal Selection

Breakfast Cancel

Other

| Sales |           |           |
|-------|-----------|-----------|
| Eamed | Sales Amo | Sales Tax |
|       |           |           |

### 2. Enter cashier ID "9999"

End Bulk Entry Refresh Print

Session Date: Monday, May 10, 2010

Transactions | Terminals | Items | Edit Check | Monitor | Options | Promotions | Diagnostic

| Terminal |          |            |            |
|----------|----------|------------|------------|
| ID       | Operator | Transactio | Trans. Nu. |
|          |          |            |            |

Sign-On

You must Sign-On to use Bulk Entry. Please enter a valid Operator ID and click OK.

Operator ID: 9999

OK Cancel

Other for Adams Elementary School (0201)

### 3. Select "Bulk Entry"

WinSNAP POS Operations - Bulk Entry

Site: Adams Elementary School Date: 05/10/2010

Meal Session: Other Program ID: NSLP

Keyboard: Supper

| Customer | Grade Level | Type        | Qty | Items  | Total Amt. | Amt Paid | Earn? Rev? | TermID |
|----------|-------------|-------------|-----|--------|------------|----------|------------|--------|
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |

OK Close Apply

WARNING: No Meal Price established for 'Paid' (ALL).

### 4. Make sure you select/change the date and the "Program ID"

WinSNAP POS Operations - Bulk Entry

Site: Adams Elementary School Date: 05/10/2010

Meal Session: Other Program ID: NSLP

Keyboard: Supper

| Customer | Grade Level | Type        | Qty | Items  | Total Amt. | Amt Paid | Earn? Rev? | TermID |
|----------|-------------|-------------|-----|--------|------------|----------|------------|--------|
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |

OK Close Apply

WARNING: No Meal Price established for 'Paid' (ALL).

Other

5. "Customer" is "Free", type in quantity (from Tally Sheet) and check "supper."

WinSNAP POS Operations: Bulk Entry Grid

Site: Adams Elementary School Date: 5/10/2010

Meal Session: Other Program ID: SUPPER

Tra Keyboard: Supper

| ID | Customer | Grade Level | Type        | Qty | Items                                      | Total Amt. | Amt Paid | Earn?                    | Rev?                     | TermID |
|----|----------|-------------|-------------|-----|--|------------|----------|--------------------------|--------------------------|--------|
|    | Free     | ALL         | First Meals | 112 | <input checked="" type="checkbox"/> SUPPER | \$0.00     | \$0.00   | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |

OK Close Apply

112 First Meals for Free in grade ALL entered OK.  
Transactions completed OK.

Press apply... wait for confirmation screen. Hit close.

6. End meal session... that's it!

WinSNAP POS Operations

Ending Bulk Entry Refresh Print

Session Date: Monday, May 10, 2010

Transactions Terminals Items Edit Check Monitor Options Promotions Diagnostic

| Terminal |          |            |            | Customer |         |      |        |
|----------|----------|------------|------------|----------|---------|------|--------|
| ID       | Operator | Transactio | Trans. Num | ID       | BarCode | Name | Status |
|          |          |            |            |          |         |      |        |

WinSNAP POS Session Ending -- Please Wait

Closing Transaction Tables...

Progress bar showing completion status.

## 7. What will the edit check look like now?

|    |    |    |    |    |   |     |     |    |    |     |
|----|----|----|----|----|---|-----|-----|----|----|-----|
| 80 | 85 | 13 | 33 | 32 | 5 | 172 | 165 | 17 | 35 | 282 |
|----|----|----|----|----|---|-----|-----|----|----|-----|

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: | 13   | 6       | 17   |
| % Eligible:          | 16   | 16      | 19   |
| % AF Eligible:       | 15   | 16      | 19   |

m: NSLP

|            |     |        | Free    |     |       | Reduced |     |       | Paid    |     |       |               |              |      |
|------------|-----|--------|---------|-----|-------|---------|-----|-------|---------|-----|-------|---------------|--------------|------|
| Enrollment | ATF | 08.00% | Elig. X |     |       | Elig. X |     |       | Elig. X |     |       | Total Claimed | Daily Attend | Flag |
|            |     |        | Elig.   | ATF | Claim | Elig.   | ATF | Claim | Elig.   | ATF | Claim |               |              |      |
| L          | 294 | 08.00% | 80      | 85  | 66    | 33      | 32  | 22    | 172     | 166 | 53    | 141           | 282          |      |
|            |     |        | 88      | 85  | 66    | 33      | 32  | 22    | 172     | 166 | 53    | 141           | 282          |      |

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: | 66   | 22      | 69   |
| % Eligible:          | 74   | 67      | 31   |
| % AF Eligible:       | 76   | 68      | 32   |

m: SUPPER

|            |     |         | Free  |                |       | Reduced |                |       | Paid  |                |       |                  |                 |      |
|------------|-----|---------|-------|----------------|-------|---------|----------------|-------|-------|----------------|-------|------------------|-----------------|------|
| Enrollment | ATF |         | Elig. | Elig. X<br>ATF | Claim | Elig.   | Elig. X<br>ATF | Claim | Elig. | Elig. X<br>ATF | Claim | Total<br>Claimed | Daily<br>Attend | Flag |
| 0          | 294 | 06.00 % | 80    | 85             | 112   | 33      | 32             | 0     | 172   | 165            | 0     | 112              | 282             | F    |
|            |     |         | 89    | 85             | 112   | 33      | 32             | 0     | 172   | 165            | 0     | 112              | 282             |      |

## 8. What if I made a mistake?

Views Record View Window Tools Help

Bank Deposit | Financial | Notes, Hours, Weather | Item Sales | Bank Bag Tracking | Deposit Breakdown

Site: Adams Elementary School Date: 05/10/10 Cash Collected: \$36.25

Sales / [View Sales](#)

Winsnap PDS Operations - Bulk Entry Unit

Site: Adams Elementary School Date: 05/10/2010

Meal Session: Other Program ID: SUPPER

Keyboard: Supper

| Customer | Grade Level | Type        | Qty | Items                                      | Total Amt | Amt Paid | Fair?                    | Rev?                                | Term/D |
|----------|-------------|-------------|-----|--|-----------|----------|--------------------------|-------------------------------------|--------|
| Free     | ALL         | First Meals | 112 | <input checked="" type="checkbox"/> SUPPER | \$0.00    | \$0.00   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |

Do the same steps as before, but hit "rev" when entering number. This will remove the count you entered.

## The 10 Musts for Proper Accountability

1. Up-to-date accountability rosters at every POS
  - a. Print out an up-to-date accountability roster for each of your POS stations EVERY WEEK on Mondays.
  - b. Make sure EVERY POS has one
2. Entering meal counts on a daily basis from all rosters
  - a. BIC, EC, field trips
  - b. Use new check off form
3. Ensuring your meal counts are accurate and in the POS every day
  - a. Review your edit checks on a daily basis
4. Counting and claiming students during meal service
  - a. Use your POS at all times
    - i. Connectivity issues should
5. Serving a reimbursable meal to all students at breakfast, lunch, and supper, including for BIC, field trips, and special dietary needs
  - a. Follow your school's Offer vs. Serve policy:
    - i. K-5: All students get ALL 5 components (at least 2 oz of meat/alternate, at least one serving of grain/bread, at least  $\frac{1}{2}$  cup of vegetable,  $\frac{1}{2}$  cup fruit, one 8 oz container of milk
    - ii. K-8: K-5 students follow rules above, 6-8 students are offered all 5 component choices, required to take at least 3
    - iii. 6-8 & 9-12:
6. Making enough food so every student has a choice of what to take and gets a reimbursable meal
7. Staying on menu for all components, including entrée, alternates, bread/grain sides, vegetables, and fruit
  - a. While entering your deposits also enter your menu substitutions in the notes section.
    - i. Only enter menu subs for lunch -



8. Filling out production records during and after meal service daily, with temperatures, portions served, leftovers, etc.
9. Making food that is SAFE to eat by having proper documentation on site, storing food correctly, and taking temperatures often
  - a. Do you have a certified food handler on site?  
Is their card up-to-date and posted?
  - b. Have you had a recent Dept of Health Inspection? Have critical find
10. Ensuring the supper counts are accurate when they are given to you by the after school coordinator
  - a. If you see **three** days in a row that have the same number claimed by the after school coordinator, you need you contact your Area Director and talk to the coordinator to confirm the numbers are accurate.

Roster check off sheets

Taking accountability

Supper numbers and accountability

Reimbursable meals and offer versus serve

Portion tools

Production records (working session for 1 hour in small groups w/ Area Directors helping)

BBL, Food Handler, DOH Inspection, Pest Control

Taking temps

how often to take, what they should be

where to record and when

how to make corrective actions

how to prep for next day (chilling ingredients)

which items to take temps of (all foods – all pans)

# Chartwells District of Columbia

K-8 Lunch Production Record

Tue - 2/8/2011

Note: Entree + alternates served should total to edit check

Should match edit check (when combined with other

counts like from EC or deli bar records)

Date: 2/8 School: Sample  
Completed By:

Reimb. Meals: 171

Menu Planning Option: TRADITIONAL Food Based, Grade Group: #2

Adult meals

## Food Components

go here

| recipe descriptions            | source    | portion size | M/A OZ | G/B Srv | F/V Cup | Milk fl oz | haccp #2 | time/ temp | haccp correct action | portion prep total | portion left over | portion serv total | portion reimb- utable | portion serv ala- carte | serving notes |
|--------------------------------|-----------|--------------|--------|---------|---------|------------|----------|------------|----------------------|--------------------|-------------------|--------------------|-----------------------|-------------------------|---------------|
| Southwest Cheese Quesadilla    |           | 1 each       | 2      | 2       |         |            | #2       | Take at    | R                    | 150                | 4                 | 146                | 145                   | 1                       |               |
| Salsa Cup                      | Wash DCPS | 1/4 Cup      |        |         |         |            | #1       | two diff   |                      | 150                | 7                 | 143                | 143                   | 0                       |               |
| Grilled Chicken SW on a Roll   | Wash DCPS | 1 Each       | 2      | 2       |         |            | #2       | times      |                      | 20                 | 3                 | 17                 | 17                    | 0                       |               |
| Lettuce/Tomato/Ancho Sauce Set | Wash DCPS | 1 Each       |        |         |         |            | #1       |            | C                    | 20                 | 3                 | 17                 | 17                    | 0                       |               |
| Honey Mustard Chix Wrap COLD   | 878       | 1 each       | 2      | 2       | 1/2     |            | #2       |            |                      | 10                 | 0                 | 10                 | 9                     | 1                       |               |
| Pinto Beans & Brown Rice       |           | 1/2 cup      |        | 1       |         |            | #2       |            |                      | 150                | 4                 | 146                | 145                   | 1                       |               |
| Caesar Romaine Side Salad      | CS-038    | 1/2 Cup      | 1/2    | 1/2     |         |            | #1       |            |                      | 180                | 10                | 170                | 169                   | 1                       |               |
| Pear Cup                       |           | 1/2 cup      |        |         | 1/2     |            |          |            |                      | 180                | 8                 | 172                | 171                   | 0                       |               |
| MILK, Skim                     |           | 8 OZ         |        |         |         | 8          | #1       |            |                      | 50                 | 2                 | 48                 | 48                    | 0                       |               |
| MILK, 1% Lowfat                |           | HALF PINT    |        |         |         | 8          |          |            |                      | 130                | 6                 | 124                | 123                   | 1                       |               |
| Italian Dressing, FF, PC       | Kraft     | 1 each       |        |         |         |            | #1       |            |                      | 180                | 10                | 170                | 169                   | 1                       |               |
| Record substitutes, notes here |           |              |        |         |         |            |          |            |                      |                    |                   |                    |                       |                         |               |

Reminder: If you make a substitute, make sure you are still serving a reimbursable meal. (i.e. if you don't have dinner rolls, make sure you still serve a grain like pasta, rice, etc.)

-Make sure production records are complete by the end of the day

-You do not need an edit check to FILL IN your records - you can record amount prepared, temps, leftovers

-Always leave records at the school - do NOT take home

### Portion Size

1/3 Cup  
1/4 Cup  
3/8 Cup  
1/2 Cup  
3/4 Cup  
1 Cup

### Utensil

#12 scoop  
#16 scoop; 2 oz. spoodle or ladle  
#10 scoop; 3 oz. spoodle or ladle  
#8 scoop; 4 oz. spoodle or ladle  
6 oz. spoodle or ladle  
8 oz. spoodle or ladle

HACCP Processes: 1 = NO COOK 2 = SAME DAY SERVICE 3 = COMPLEX FOOD PREP

HACCP Correction Codes: R = Reheat C = Chill T = Throw Out  
Cooking Temperatures for at least the amount of time listed below:

Fruits/Vegetables:  
- 140 F for 15 seconds  
Seafood:  
- 145 F for 15 seconds  
Beef/Pork/Ham  
- 145 F for 4 minutes  
Ground Beef/Pork  
- 155 F for 15 seconds  
Poultry/Stuffed Food  
- 165 F for 15 seconds

Milk Temps: 40 F or lower

# Chartwells District of Columbia

Page 7

Recipe Master List

Jan 20, 2011

## 000901 - Sweet & Savory Confetti Potato

Source: Recipe number will go here  
Number of Portions: 50 How much recipe makes  
Size of Portion: 1/2 cup Portion size for item

Alternate Menu Name: Sweet & Savory  
Confetti Potato Wedges

## Recipe HACCP Process: #2 Same Day Service

Meat/Alt: 0 oz.  
Grain/Bread: 0 SRV.  
FM/J: 0.5 Cup  
Milk: 0 FLOZ  
Component type and how much it provides

How it's written on the menu

|  |          |  |
|--|----------|--|
| 900948 Sweet Potato Crinkle Cut Wedge..... | 4 1/2 LB | Spray a baking sheet with non-stick spray. Combine sweet potato wedges and potato wedges on sheet. Roast in a 350 degree F oven until the potatoes are browned and have reached a minimum internal cooking temperature of 145 degrees F for 15 seconds (approximately 45 minutes). |
| 01687 POTATO WEDGES,FROZEN,CKD...          | 4 1/2 LB | <b>TIP:</b> Turn potatoes with a spatula 1/2-way during cooking so they brown evenly and do not stick to the pan.  |

\*Nutrients are based upon 1 Portion Size (1/2 cup)

|                        |        |      |               |       |    |           |         |    |                    |         |    |         |                             |
|------------------------|--------|------|---------------|-------|----|-----------|---------|----|--------------------|---------|----|---------|-----------------------------|
| Calories               | 129    | kcal | Cholesterol   | 0.00  | mg | Protein   | 2.85    | g  | Calcium            | 14.95   | mg | 15.64%  | Calories from Total Fat     |
| Total Fat              | 2.24   | g    | Sodium        | 25.44 | mg | Vitamin A | 328.27  | RE | Iron               | 1.00    | mg | 1.70%   | Calories from Sat Fat       |
| Saturated Fat          | 0.24   | g    | Carbohydrate  | 24.87 | g  | Vitamin A | 1641.35 | IU | Water <sup>1</sup> | *23.35* | g  | *0.00%* | Calories from Trans Fat     |
| Trans Fat <sup>1</sup> | *0.00* | g    | Dietary Fiber | 2.28  | g  | Vitamin C | 12.62   | mg | Ash <sup>1</sup>   | *0.58*  | g  | 77.20%  | Calories from Carbohydrates |
|                        |        |      |               |       |    |           |         |    |                    |         |    | 8.85%   | Calories from Protein       |

### Some reminders:

- Always review recipes before creating orders and again the day before meal service
- Find ingredients, serving instructions, portion sizes, and other important information in the recipe
- New recipes are sent with production records each month - make sure to keep them on file
- If you don't have a recipe, contact your AD as soon as possible so it can be emailed or faxed to you.

\*N/A\* - denotes a nutrient that is either missing or incomplete for an individual ingredient

\* - denotes combined nutrient totals with either missing or incomplete nutrient data

<sup>1</sup> - denotes optional nutrient values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.



DISTRICT OF COLUMBIA



**DCPS Office of Food and Nutrition Services**  
**Chartwells-Thompson School Dining Services**  
After School Supper Program  
Policies and Procedures

**Policy:**

Select District of Columbia Public Schools (DCPS), as designated by the Office of the Chancellor and the Office of Out-of-School Time, shall administer and operate the CACFP Supper Program according to United States Department of Agriculture (USDA) and Chartwells guidelines.

**Purpose:** The purpose of this policy is to provide DCPS students with afterschool suppers in compliance with the regulations set forth by the USDA and the District of Columbia Local Wellness Policy.

**Goals:**

- To provide a wholesome and complete supper to all students enrolled in eligible afterschool programs within the District of Columbia
- To ensure suppers are handled and distributed in a consistent and safe manner

**Scope of Responsibility**

- A. Kitchen Lead/Work Leader/Food Service Worker
  - a. Adhere to the planned supper menu, communicating any changes to the menu to their Area Director immediately.
  - b. Preparing, counting, and packaging suppers on a daily basis and recording amount prepared on "Supper Sign-Off Form"
  - c. Communicate with the Afterschool Coordinator daily about changes in enrollment and needs, making sure to only provide enough suppers to feed enrollment.
  - d. Ensure suppers are counted and signed off on by 1 pm daily by the Afterschool Coordinator. Confirm with Coordinator that there will be enough for the students who will be eating.
    - i. If there is an anticipated shortage in meals, the lead must contact their Area Director immediately.
  - e. Fax daily Supper Sign Off Form to Cheryl Brown by 1:30 pm each day.
  - f. Work with the Afterschool Coordinator to designate an area within the school for suppers to be stored after they are signed off on.
  - g. Follow proper food handling procedures at all times (store cold items in refrigerator, prepare suppers according to recipes and HACCP standards).
  - h. Accountability
    - i. Retrieve "Homeroom/Class Attendance Collection (HRAC) Form" from office mailbox each morning.
    - ii. Enter supper count from the previous day into WinSnap by 9:30 am.

- iii. Send supper count forms to V St office at the end of each week with the weekly paperwork.

B. Afterschool Coordinator

- a. Sign off on suppers on the Supper Sign Off Form with the kitchen lead by 1 pm and secure suppers for afterschool service.
- b. In the event the coordinator cannot report to the cafeteria by 1 pm, they must make arrangements to have another individual within the school sign off on suppers.
- c. Work with the kitchen staff to designate an area within the school for daily supper pick-up and storage.
- d. Communicate with the kitchen lead any changes in supper counts or enrollment each day, and work to minimize food waste and leftovers.
- e. Follow proper food handling procedures at all times (store cold items in refrigerator, provide meals students as they are packaged)
- f. Maintain daily attendance records as part of the regular afterschool program.
- g. Print and maintain the "Homeroom/Class Attendance Collection (HRAC) Form."
- h. Record suppers as they are distributed to the students on the HRAC Form. Total number of suppers served at the bottom of the form.
- i. Place Form in the kitchen manager's mailbox at the end of each day.
- j. Work with custodial/building services to manage waste and sanitation of supper feeding location, and ensure all leftovers are discarded prior to the end of the day.
- k. Communicate program issues and concerns to LaJuan Murphy in a timely fashion, or as close to 1 pm as possible.
- l. Adhere to all USDA CACFP Supper Program regulations regarding supper distribution and accountability.

C. Chartwells-Thompson, Office of Food and Nutrition, DCPS

- a. Oversee kitchen staff and ensure all previously listed responsibilities are being fulfilled.
- b. Ensure supper counts are being entered into WinSnap on a daily basis.
- c. Collect and file Supper Sign Off Forms on a daily basis.
- d. Collect and file HRAC Form on a weekly basis.
- e. Communicate with the Office of Out of School Time in a regular basis to adjust enrollment numbers and supper needs for schools.
  - i. All increases or decreases to supper counts will require 48 hours to take effect. The Office of Food and Nutrition Services will make every effort to accommodate increases in supper needs as quickly as possible.
- f. Respond to concerns or problems within the supper program in a timely manner.

D. Area Directors, Chartwells-Thompson

- a. Communicate with kitchen leads at each school to ensure suppers are being delivered and handled properly, and to resolve problems as they arise.

E. Office of Out-of-School Time

- a. Oversee coordinators and ensure all previously listed responsibilities are being fulfilled.

- b. Communicate regularly with kitchen manager to adjust supper enrollment numbers as needed to minimize food waste and leftovers.
- c. Communicate changes to enrollment and supper needs to LaJuan Murphy and your school's Area Director in a timely manner. Any changes require 48 hours to take effect.
- d. Communicate any concerns with the supper program to LaJuan Murphy and your school's Area Director in a timely manner

**Procedure:**

The After School Supper Program is currently being administered by the Office of Out-of-School Time, with suppers being provided by Chartwells-Thompson.

- Kitchen staff shall:
  - Prepare suppers according to the daily menu
  - Count and organize suppers for pick up by the Afterschool Coordinator
  - Meet with the Afterschool Coordinator at 1 pm each day and complete the Supper Sign Off Form,
  - Fax completed form to Cheryl Brown by 1:30 pm each day,
  - Enter the previous day's supper counts into WinSnap by 9:30 am every day, and
  - Collect the "Homeroom/Class Attendance Collection (HRAC) Form" and send to V St with their weekly paper work.
- Coordinators shall:
  - Check in with kitchen lead and sign off on suppers by 1 pm daily,
  - Make arrangements to have another individual within the school sign off on suppers in the event the coordinator cannot report to the cafeteria by 1 pm,
  - Complete daily supper counts and place in kitchen lead's mailbox, and
  - Communicate frequently with kitchen staff and Office of Out of time staff to identify and address any problems that arise.

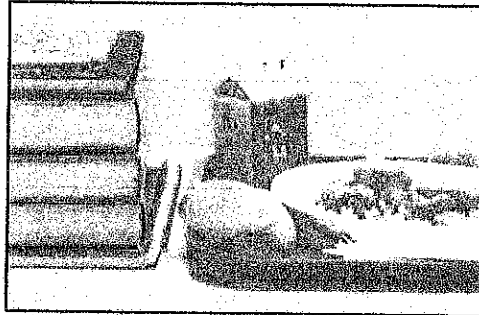
**Chartwells-Thompson Representatives for the Supper Program**

If an issue is encountered at your school, please contact the following person(s):

| If you are a...  | You should contact...         |
|--|-------------------------------|
| OST Coordinator  | Area Director (Chartwells)    |
| Area Director (Chartwells)                               | District Manager (Chartwells) |
| Kitchen Manager or Lead                                  | Area Director (Chartwells)    |
| If you cannot reach your designated contact, please call | District Manager (Chartwells) |

Refer to the Area Director Assignment Sheet for school assignments. Preferred method of communication is email.

## **Reimbursable Meals & Offer Vs. Serve**



**Traditional Food Based Menus**

Charwell

Welcome the participants

Introduce yourself

Explain objectives of class:

1. Learn or reinforce your knowledge of what foods must be offered with school lunches
2. Learn or reinforce your knowledge of recognizing what meals chosen by students can "count" as a reimbursable meal.
3. Discuss how reimbursable meals are documented for the USDA.

## What is a Reimbursable Meal?



**A school meal that:**

- ✓ **Meets menu planning and serving standards**
- ✓ **Is eligible to receive federal and state funding**
- ✓ **Is counted and reported**
- ✓ **Generates funding based on family income**

Chartwell

Schools that sponsor the NSLP agree to serve meals that meet USDA nutrition standards.

At the end of the serving day, the number of students who were served a meal that meets those minimum standards is recorded. At the end of the month the meal counts are reported to the overseeing state agency.

Whenever a meal that meets those standards is served, the school district is reimbursed by the government. That is, money is paid back to the district to subsidize the meal costs.

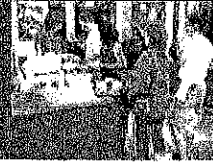
Students complete applications for free and reduced price meals. Meals for students who qualify for free or reduced price meals are subsidized at different rates (highest reimbursement for free meals). There is some reimbursement paid back for students who are NOT eligible for free or reduced price meals, too.

### 2008-2009 Reimbursement per Eligibility Category

|                 |        |        |
|-----------------|--------|--------|
| Free Student    | \$2.57 |        |
| Reduced student |        | \$2.17 |
| Paid Student    |        | \$0.24 |



## **Meal Counts Count!**

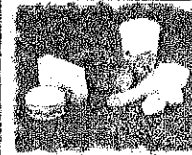


- ✓ **The more meals served, the more government funding received**
- ✓ **Higher meal counts = more commodities**
- ✓ **Meal planning, serving, and documentation mistakes can be COSTLY**
- ✓ **Participation = better student nutrient intakes**

It greatly benefits the school district to serve more reimbursable meals from a financial standpoint.

Eating school meals also benefits students. There is evidence that tells us that students who eat school meals have better nutrient intakes than those who do not. We should encourage as many students as possible to take advantage of the school lunch nutritional opportunity.

## Meat/Meat Alternate (M/MA)



| Foods  | Daily Minimum Amounts |         |         |
|--|-----------------------|---------|---------|
|  | Ages 3 - 4            | K-3     | 4 - 12  |
| Lean meat, poultry, fish   | 1 ½ oz.               | 1 ½ oz. | 2 oz.   |
| Cheese   | 1 ½ oz.               | 1 ½ oz. | 2 oz.   |
| Large egg  | ¾                     | ¾       | 1       |
| Cooked dried beans, peas<br>(if planned as M/MA, cannot also "count" as a vegetable)           | ¾ cup                 | ¾ cup   | ¾ cup   |
| Peanut butter  | 3 tbsp.               | 3 tbsp. | 4 tbsp. |
| Yogurt   | ¾ cup                 | ¾ cup   | 1 cup   |
| Nuts/seeds (peanuts, almonds, walnuts, sunflower seeds,<br>etc.) can supply 50% of requirement | ¾ oz.                 | ¾ oz.   | 1 oz.   |

Review M/MA component.

Usually completely supplied in an entrée

But may be offered in an entrée + one other food

Foods may be, and often are, combined together to meet minimum M/MA requirement in an entrée:

Ham and cheese sandwich- 1 oz. ham and 1 oz. cheese

Peanut butter and jelly sandwich (2 tbsp.) peanut butter + 4 oz. yogurt cup

## Grains/Breads (G/B)



| Foods   | Minimum Amounts   |   |   |
|---|---|---|---|
|   | Ages 3 – 4  | Grades K – 3  | Grades 4 - 12   |
| Equivalent serving of bread, biscuit rolls, etc.        | 1 per day<br>8 per week   | 1 per day<br>8 per week   | 1 per day<br>8 per week   |
| ½ cup cooked rice, macaroni, noodles, pasta, hot cereal | 1.6 oz. bread daily =<br>1.6 G/B servings/day<br>x 5 days/week =<br>8 servings/week | 1.6 oz. bread daily =<br>1.6 G/B servings/day<br>x 5 days/week =<br>8 servings/week | 1.6 oz. bread daily =<br>1.6 G/B servings/day<br>x 5 days/week =<br>8 servings/week |

Categorized according to whole grain or enriched flour content. The category determines the weight of the serving size. Grain based desserts can count toward weekly requirements (up to one serving/day) in the Enhanced Menu plan.

Give other examples: cold cereal, pancakes, waffles, French toast, muffins, stuffing. Ask participants for other ideas.

Often included as part of an entrée.

Need to be careful if the entrée does not include "bread." Examples: Hot roast turkey w/ gravy, an entrée salad w/ meat/cheese, greens, chopped veggies. Ask participants how G/B could be planned into these meal examples.

It is helpful if the menu planner puts a food on the menu every day that can supply enough G/B servings over the course of the week to meet the weekly requirement. Examples for a K-6 elementary menu would be to offer a cold sandwich daily made on a 2.25 oz. roll. The 2.25 oz. roll = 2.5 servings of bread per week x 5 days = 12 servings. An example in a secondary school on the 7-12 pattern is to offer a slice of pizza crust every day that supplies at least 3 servings of G/B per day x 5 days a week = 15 servings per week.

IT IS UP TO THE MENU PLANNER to assure weekly servings are met.

## Vegetables/Fruits (V/F)



| Foods   | Minimum Amounts |                 |                 |
|---|-----------------|-----------------|-----------------|
|   | Ages 3 – 4      | Grades K – 3    | Grades 4 – 12   |
| 2 or different kinds of fruit and/or vegetables offered daily | 1/2 cup per day | 1/2 cup per day | 3/4 cup per day |

- Planned serving size at least 1/8 cup
- Pure juice can count for 50% of total F/V component
- Students cannot pick 2 servings of the same food

CSDE

Review V/F components.

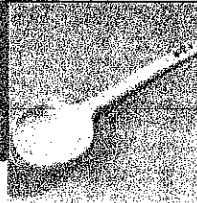
Discuss that “starchy” vegetables like corn, baked beans, potatoes are in this component group. They are not grain/breads!

A meal could include 2 fruits, 2 vegetables, or 1 fruit + 1 vegetable.

Example:

Breakfast for lunch- pancakes (G/B), ham (M/MA), warm baked apple slices as a pancake topping (V/F #1), chilled fresh fruit cup (V/F #2), and milk.

## How do you measure up?



Which of the following ways would NOT be an acceptable way to serve a  $\frac{1}{2}$ -cup portion of canned fruit?

☐ 4 oz. spoodle

☐ #8 scoop

☐ Fill a 4 fl. oz. cup

☒ Weigh out a 4 oz. portion

Chartwell

Pass out portion control sheet.

## How do you measure up?



How could you portion your 2 V/F foods each day to provide the total  $\frac{3}{4}$  cup daily minimum amount for grades K-6?

- ☐  $\frac{1}{4}$  Cup Vegetables +  $\frac{1}{2}$  Cup Fruit
- ☐  $\frac{3}{8}$  Cup Vegetables +  $\frac{3}{8}$  Cup Fruit
- ☐  $\frac{1}{2}$  Cup Vegetables +  $\frac{1}{4}$  Cup Fruit

☒ All of the above

Increasing the total daily amount of V/F to one cup per day is one way to offer the additional  $\frac{1}{2}$  cup V/F per week.

Chartwells

What scoop size =  $\frac{1}{4}$  cup? (#16)

What scoop size =  $\frac{3}{8}$  cup? (#12)

What scoop size =  $\frac{1}{2}$  cup (#8)

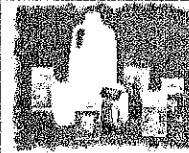
What spoodle =  $\frac{1}{4}$  cup? (2 oz.)

What spoodle =  $\frac{3}{8}$  cup? (3 oz.)

What spoodle =  $\frac{1}{2}$  Cup (4 oz.)

Review that to offer the "additional  $\frac{1}{2}$  cup of V/F per week" for grades K-6, a menu planner may choose to just add an additional food to the menu during the week. For example, they could offer 2 V/F foods – one in a  $\frac{1}{2}$  cup portion and one in  $\frac{1}{4}$  cup portion every single day, and they could add an additional  $\frac{1}{2}$  cup serving of fruit or vegetable every Friday. But many menu planners just opt to portion all V/F foods in  $\frac{1}{2}$  cup portions every day to meet the weekly V/F requirement.

## Fluid Milk (MILK)



| Foods                     | Daily Minimum Amounts |               |               |
|---------------------------|-----------------------|---------------|---------------|
|                           | K-3                   | K-6           | 7-12          |
| Milk served as a beverage | 1 cup per day         | 1 cup per day | 1 cup per day |

- Must offer 2 fat content types (for example, skim and 1%)
- Can be flavored or unflavored

Chartwell

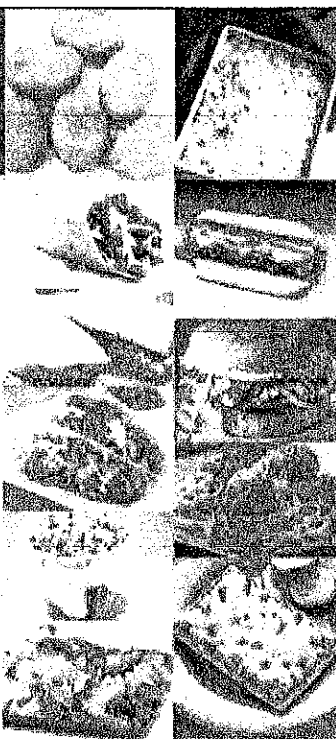
Foods made w/ milk cannot count. For example, condensed cream soups reconstituted w/ milk; yogurt; instant pudding made w/ milk.

2 fat varieties: Skim and low fat milk are recommended to limit saturated fat in the menu. Must have all choices stocked in milk coolers during all meal periods.

Ask participants what is the favorite milk type in their schools?

# Combination Foods

- Supply 2 or more components
- Generally offered as "entrees"
- More appealing to students
- Can be "tricky"
- Other examples?



The days when we served one component in each of the spaces in a 5 compartment tray have gone by the wayside.

There are many popular foods we offer that supply > 1 meal component.

Other examples? – Ask participants if they can think of others not pictured on the slide. To get them thinking, ask what items they offered today in the cafeteria that they think were combination foods supplying more than one component.

Quiz participants to see if they can name what components some of the foods on the slide would supply. It is tricky to know without having some more information about the menu items and how they are made. We do have some tools to help us know for sure the component contributions.



## Is this menu complete?



**YES**

**Pasta w/ Marinara  
Sauce**

**Celery Sticks w/  
Peanut Butter**

**Chilled Peaches**

**Choice of Milk**

**Pasta = G/B**

**Marinara sauce = V/F**

**Celery sticks = V/F**

**Peanut butter = M/MA**

**Peaches = V/F**

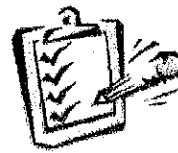
**Choice of Milk = MILK**

Charlwell's

Go thru menu example to discuss if it was planned to include all 5 required food items, all 4 components.

Set the stage by saying assume planned portion sizes meet menu pattern requirements.

## Is this menu complete?



### **Chef Salad**

*Julienne Sliced Ham & Cheese,  
Hard Boiled Egg, Over Fresh  
Crisp Greens*

### **Petite Banana**

### **Choice of Milk**

**NO**

**Chef salad = M/MA, V/F**

**Banana = V/F**

**Choice of Milk = MILK**

**G/B is MISSING**

**What would you add?**

Charwell's

Go thru menu example to discuss if it was planned to include all 5 required food items, all 4 components.

Dinner roll, croutons, or crackers could be added. Be careful w/ crackers- total portion weight must be at least 0.7 oz. (about  $\frac{3}{4}$  oz.).

## Is this menu complete?



**NO**

**Whole Wheat Bagel  
w/ Light Cream  
Cheese**

**Carrot Sticks**

**Chilled Pineapples**

**Choice of Milk**

**Bagel = G/B**

**Cream cheese not  
creditable**

**Carrots = V/F**

**Pineapples = V/F**

**Choice of Milk = MILK**

**M/MA is MISSING**

**What would you add?**

Chartwell

Go thru menu example to discuss if it was planned to include all 5 required food items, all 4 components.

Peanut butter, hard boiled egg, cheese slices are examples of foods that could be offered as M/MA.

Be careful w/ cold meal alternate lunches- students must be offered 2 V/F foods. Possible scenario: PB & J sandwich offered as a cold lunch. If a hot vegetable and a cold fruit are the only 2 V/F foods offered in the school, are the students choosing PB & J being offered a 2<sup>nd</sup> V/F item. In such cases a cold vegetable should be offered or servers should actively ask students choosing the sandwich if they want the hot vegetable.

## Is this menu complete?



**Open Face Hot Turkey  
Sandwich**

**Whipped Potatoes**

**Seasoned Green  
Beans**

**Oatmeal Cookie**

**Milk**

**YES**

**Hot Turkey SW = G/B, M/MA**

**Potatoes = V/F #1**

**Beans = V/F #2**

**Cookie- Not creditable**

**Choice of Milk = MILK**

**OK that both V/F foods are  
"vegetables"**

Charlottesville

Go thru menu example to discuss if it was planned to include all 5 required food items, all 4 components.

It's OK that there are 2 veggies on the menu. The 2 V/F foods can be 2 veggies, 2 fruits, or 1 veggie and 1 fruit.

## Is this menu complete?



**Pancakes & Sausage**

**Potato Puffs**

**Chilled Fruit Cocktail**

**Milk *or* Juice**

**NO**

**Pancakes = G/B**

**Sausage = M/MA**

**Potatoes = V/F**

**Fruit Cocktail = V/F**

**Cannot sub juice for MILK**

**What would you change?**

*Chartwells*

Go thru menu example to discuss if it was planned to include all 5 required food items, all 4 components.

Discuss how juice cannot be subbed for milk in the menu pattern. Choices should not be marketed to students this way.

Be careful w/ field trip or field day lunches- you must offer milk.

## Creating the Menu

# The Recipe

## Macho Nachos

Recipe Number: LHE - 18

Category: Hot Entrée  
Lunch

Other Recipe Numbers: BCNE -295

Updated: July, 2009

Supplies M/MA, G/B, V/F<sup>PM</sup>

### Portion/Serving Instructions

| Grade Level | Yield | Portion Size                                 | Portion Tool   | Serving Pan                                    | Components                   |
|-------------|-------|--|--|--|------------------------------|
| Head Start  | 40    | 1/2 cup taco meat<br>10 chips, 1 oz<br>sauce | #8 Scoop for meat, large<br>for chips, 1 oz ladle for<br>sauce | 2 8 1/2 inch Half Hotel<br>Pans                | 2 mins, 1 g/b<br>1/4 cup veg |
| K - 12      | 40    | 1/2 cup taco meat<br>10 chips, 1 oz<br>sauce | #8 Scoop for meat, large<br>for chips, 1 oz ladle for<br>sauce | Steam Table:<br>2 8 1/2 inch Full Hotel<br>Pan | 2 mins, 1 g/b<br>1/4 cup veg |
|             |       |  |  | Play Bowl, Box<br>One Large Pan                |                              |

### Instructions

| Ingredient            | Measure     |
|-----------------------|-------------|
| Turkey Taco Meat      | 10 lbs      |
| Cheese Sauce (Canned) | 1/4 #10 can |

### Portioning Instructions

|                       |                                       |
|-----------------------|---------------------------------------|
| Tortilla Chip Rounds  | 6 Lbs. + 4 oz (1 oz = 10 whole Chips) |
| Lettuce, pre-shredded | 7 8 1/2 Lbs (2 oz each Portion)       |
| Salsa                 | 1 #10 can                             |

### Instruction

- STEP: 1** - Pre Heat Oven to 350 Degrees  
**STEP: 2** - Heat Taco meat in hotel pan until internal temp. Reaches 165 Degrees. Hold for Service  
 CCP: Heat to 165° F or higher for at least 15 seconds  
 CCP: Hold at 135° F or higher  
**STEP: 3** - Pour cheese sauce into a half pan. Heat until internal temp reaches 165 degrees.  
 CCP: Heat to 165° F or higher for at least 15 seconds  
 Hold for service  
 CCP: Hold for service at 135° F or higher  
**STEP: 4** - Assemble on Service line
- Place Tortilla Shells in bottom of Bowl or Plate
  - Top with Taco Meat and 1 oz Cheese Sauce
  - Portion lettuce and salsa on side with 2 oz spoon

# Portioning Tools

## Scoops (Dishers)

| Capacity | Level Measure | Level Cup |
|----------|---------------|-----------|
| 1        | 1/2 cup       | 1/2 cup   |
| 2        | 1/2 cup       | 1/2 cup   |
| 3        | 1/2 cup       | 1/2 cup   |
| 4        | 1/2 cup       | 1/2 cup   |
| 5        | 1/2 cup       | 1/2 cup   |
| 6        | 1/2 cup       | 1/2 cup   |
| 7        | 1/2 cup       | 1/2 cup   |
| 8        | 1/2 cup       | 1/2 cup   |
| 9        | 1/2 cup       | 1/2 cup   |
| 10       | 1/2 cup       | 1/2 cup   |
| 11       | 1/2 cup       | 1/2 cup   |
| 12       | 1/2 cup       | 1/2 cup   |
| 13       | 1/2 cup       | 1/2 cup   |
| 14       | 1/2 cup       | 1/2 cup   |
| 15       | 1/2 cup       | 1/2 cup   |
| 16       | 1/2 cup       | 1/2 cup   |
| 17       | 1/2 cup       | 1/2 cup   |
| 18       | 1/2 cup       | 1/2 cup   |
| 19       | 1/2 cup       | 1/2 cup   |
| 20       | 1/2 cup       | 1/2 cup   |

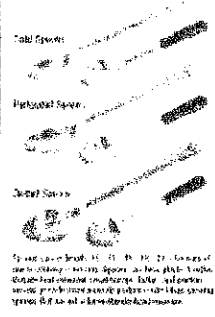
Always use proper technique when scooping to ensure accurate portioning. Scoop from the center of the pan, lifting straight up. Do not drag the scoop across the bottom of the pan.

## Ladles

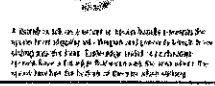
| Capacity | Level Measure | Level Cup |
|----------|---------------|-----------|
| 1        | 1/2 cup       | 1/2 cup   |
| 2        | 1/2 cup       | 1/2 cup   |
| 3        | 1/2 cup       | 1/2 cup   |
| 4        | 1/2 cup       | 1/2 cup   |
| 5        | 1/2 cup       | 1/2 cup   |
| 6        | 1/2 cup       | 1/2 cup   |
| 7        | 1/2 cup       | 1/2 cup   |
| 8        | 1/2 cup       | 1/2 cup   |
| 9        | 1/2 cup       | 1/2 cup   |
| 10       | 1/2 cup       | 1/2 cup   |
| 11       | 1/2 cup       | 1/2 cup   |
| 12       | 1/2 cup       | 1/2 cup   |
| 13       | 1/2 cup       | 1/2 cup   |
| 14       | 1/2 cup       | 1/2 cup   |
| 15       | 1/2 cup       | 1/2 cup   |
| 16       | 1/2 cup       | 1/2 cup   |
| 17       | 1/2 cup       | 1/2 cup   |
| 18       | 1/2 cup       | 1/2 cup   |
| 19       | 1/2 cup       | 1/2 cup   |
| 20       | 1/2 cup       | 1/2 cup   |

Always use proper technique when ladling to ensure accurate portioning. Ladle from the center of the pan, lifting straight up. Do not drag the ladle across the bottom of the pan.

## Cooking or Serving Spoons



## Specialty Spoons



## Steamtable Pan Capacity

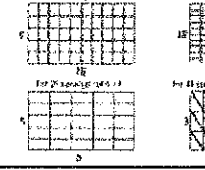
| Pan Size           | Approx. Capacity | Approx. Capacity | Approx. Capacity | Approx. Capacity | Approx. Capacity |
|--------------------|------------------|------------------|------------------|------------------|------------------|
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
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| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |

Approximate dimensions of serving pans based on standard pan sizes. Always use proper technique when serving to ensure accurate portioning.

## Other Pan Sizes

| Pan Size           | Approx. Capacity | Approx. Capacity | Approx. Capacity | Approx. Capacity | Approx. Capacity |
|--------------------|------------------|------------------|------------------|------------------|------------------|
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
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| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |
| 12" x 20" x 2 1/2" | 15.6             | 12.5             | 10.4             | 8.3              | 6.2              |

## Cutting Diagrams for Portioning



Always use proper technique when cutting to ensure accurate portioning. Cut straight down, avoiding any side-to-side motion.



## **What is Offer Vs. Serve? (OVS)**



**A special school meal program provision where:**

- ✓ **A full meal is offered BUT students can decline some foods**
- ✓ **Meals still qualify for reimbursement even if some offered foods are not chosen**

*Chartwell*

Introduce the concept of OVS.

## OVS Rules



**TRUE OR FALSE? With OVS in place-**

**All students MUST choose milk. False**

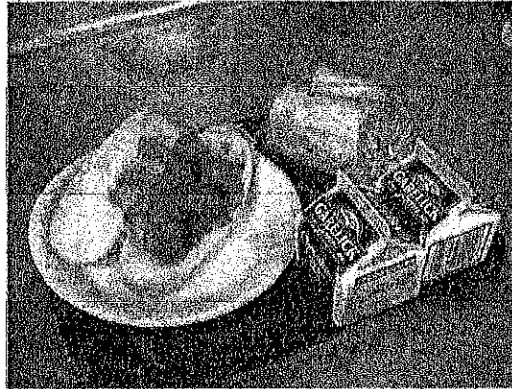
**All students MUST take an entrée. False**

**The MINIMUM number of components that must be selected is THREE (3). True**

Chartwell

Review the T/F questions to clear up some common misconceptions and to reinforce the minimum food selection requirements under OVS.

## Reimbursable Meal?



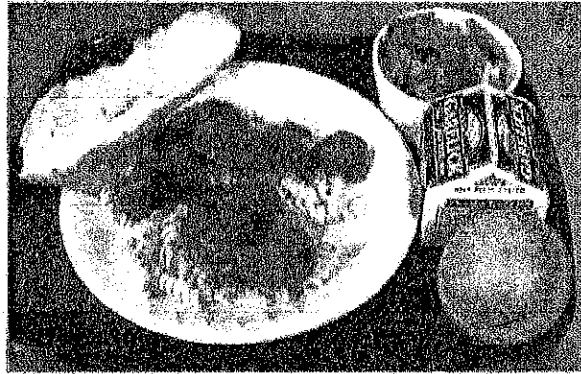
Charwell

Ask if this meal chosen by a student qualifies as a reimbursable meal under OVS.

Answer is YES. Review components selected.

Use this slide to discuss the important rule that only one reimbursable meal per student per day. The 2<sup>nd</sup> entrée and carton of milk should be handled as an a la carte transaction at the cashier station.

## Reimbursable Meal?



Chartwells

Ask if this meal chosen by a student qualifies as a reimbursable meal under OVS.

Answer is YES. Review components selected.

## Reimbursable Meal?



Charlottesville

Ask if this meal chosen by a student qualifies as a reimbursable meal under OVS.

Answer is YES. Review components selected.

## Reimbursable Meal?

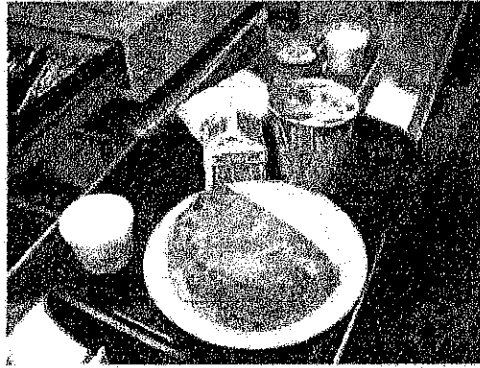


Charwell's

Ask if this meal chosen by a student qualifies as a reimbursable meal under OVS.

Answer is YES. Review components selected Combined amount of lettuce, tomato, pickle at least 1/2 cup of V/F.

## Reimbursable Meal?



Ask if this meal chosen by a student qualifies as a reimbursable meal under CVS.

Answer is YES. Review components selected.

The white cup has ranch dressing in it. NOT a component! Good example of controlling condiment usage.

## Reimbursable Meal?



Chartwells

Ask if this meal chosen by a student qualifies as a reimbursable meal under OVS.

Answer is YES. Review components selected.

Mention how self service bars can be tricky.

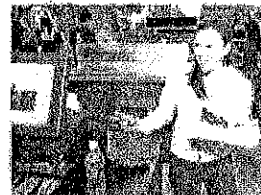


## OVS & Self Service



### Recognizing Portion Sizes is Tricky

- ✓ Know planned portion sizes
- ✓ Use portion control utensils, bowls, cups
- ✓ Pre-portion some foods
- ✓ Display sample portions



Charterwell

Review how to best handle self serve bars.

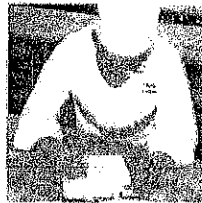
Bottom line- use your good judgment.

This student has taken a mega portion of pasta from the pasta bar- a sample plate could have been helpful, as could have been offering 8 oz. bowls for the pasta to go in.

## **OVS Production Planning Tips**

**To achieve the OVS goal of less waste:**

- ✓ **Keep accurate menu production records**
- ✓ **Use forecasting to plan food quantities**
- ✓ **Batch cook food**
- ✓ **Use cycle menus**



**Charlottesville**  
The University of Virginia

Review planning tips that help control food costs w/ OVS.

## **How are qualifying meals & OVS documented?**



**Menu Records**

**Production Records**

**Standardized Recipes w/ Component Contributions**

**CN labels**

**All Subject to USDA Audit!**

*Charlottesville*

Discuss how we can "prove" in an audit situation that we always offer reimbursable meals and that we comply with offer vs. serve.

Menus should be written complete explaining all foods offered w/ meals and saved in the department files.

Production records must be completed daily and record information for ALL foods offered w/ reimbursable meals: name of menu item, recipe or product code, portion size, amount offered, leftover, and served. Your state may even require you to write in the component contributions of each menu item.

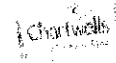
We must document the recipe number or product code so whether the food item supplied the correct components can be traced back and assessed. So we must be able to show the recipes we use and CN labels. Keep this information organized in your kitchen. 3 ring binders and accordion style files are good to use.

## **Reimbursable Meals & Offer Vs. Serve**



### **PART II: Breakfast**

#### **Traditional Food Based Menus**



Explain that now the training focus will shift to discussing what must be offered with a school breakfast and how the rules for OVS apply to the breakfast meal.

# Food Based Breakfast Menu Pattern Gr. K-12

## Breakfast Menu



|                                    |            |                                     |
|------------------------------------|------------|-------------------------------------|
| 8 oz. Fluid Milk                   |            |                                     |
| ½ Cup Juice/Fruit/Vegetable        |            |                                     |
| AND<br>One of the 3 Options Below: |            |                                     |
| 2 Servings<br>G/B                  | 2 oz. M/MA | 1 Serving<br>G/B<br>+<br>1 oz. M/MA |

MINIMUM  
Menu  
Requirements

If a school participates with the optional grade 7-12 menu pattern, an additional serving of G/B must also be offered.

Chartwells

Review breakfast menu pattern, emphasizing flexibility w/ G/B and M/MA components. Explain that there can be a variety of different kinds of breakfasts using the different options offered on one given day or within a weekly or monthly menu.

Check for understanding by asking questions:

Must milk and J/F/V always be offered w/ breakfast? YES

Must G/B always be offered- NO

Must M/MA always be offered- NO

Are the component portion sizes different than for lunch?

MILK- NO; J/F/V- YES (the full component amount is only ½ cup compared to ¾ cup per day for lunch, and only one food item is required); G/B- NO (menu planner needs to be careful that products meet desired component contributions); M/MA- YES (depending on the way the menu is planned a portion of M/MA could be omitted at breakfast or a smaller 1 oz. serving is possible).

## Sample Menus with 2 G/B Servings



| Monday                                   | Tuesday                                       | Wednesday                                   | Thursday                               | Friday   |
|--|---|---|--|--|
| 2 Pancakes<br>(1.1 oz. ea.)              | 1 Warm<br>Biscuit<br>(2 oz. ea.)              | 1 Whole<br>Wheat Bagel<br>(2 oz. ea.)       | 2 Waffle<br>Squares<br>(1.1 oz. ea.)   | Choice of 1<br>Cereal Bowl<br>(3/4 c. ea.)                                       |
| Warm Baked<br>Apple Topping<br>(1/2 Cup) | Fresh Crisp<br>Apple<br>(1 each - 1/2<br>Cup) | Chilled<br>Pineapple<br>Chunks<br>(1/2 Cup) | Petite Banana<br>(1 Each = 1/2<br>Cup) | Graham<br>Crackers<br>(1 oz.)<br>Chilled<br><br>Mandarin<br>Oranges<br>(1/2 Cup) |

All Breakfasts Are Offered w/ A Choice of Skim White,  
1% White, or 1% Chocolate Milk

Chartwell  
by 12001

Review sample menus and how food items fit with one of the ways the menus could be planned using 2 G/B servings.

## Sample Menus with 2 oz. Equivalent M/MA



| Monday                        | Tuesday                            | Wednesday                          | Thursday                         | Friday                                |
|-------------------------------|------------------------------------|------------------------------------|----------------------------------|---------------------------------------|
| 2 oz. Cooked Turkey Sausage   | 2 oz. Cheddar Cheese Squares       | 1 Cup Low Fat Cottage Cheese       | 1 Large Hard Boiled Egg          | Yogurt Parfait:                       |
| Baked Potato Rounds (1/2 Cup) | Fresh Crisp Apple Slices (1/2 Cup) | Chilled Pineapple Chunks (1/2 Cup) | Petite Banana (1 Each = 1/2 Cup) | (8 oz. yogurt, 1/2 cup canned fruits) |

All Breakfasts Are Offered w/ A Choice of Skim White, 1% White, or 1% Chocolate Milk

Chartwells

Review sample menus and how food items fit with one of the ways the menus could be planned using 2 oz. equivalent M/MA.

## Sample Menus with 1 G/B + 1 oz. M/MA



| Monday                              | Tuesday   | Wednesday                                | Thursday                               | Friday                |
|-------------------------------------|---|--|--|-----------------------|
| 1.1 oz.<br>Pancake                  | Cheesy Bagel<br>Melt<br>(1 oz. cheese<br>melted over 1<br>oz. bagel half) | 1 oz. Graham<br>Crackers                 | Scrambled<br>Eggs<br>(1/4 Cup)         | 4 oz. Yogurt<br>Cup   |
| 1 oz. Cooked<br>Turkey<br>Sausage   |   | 2 Tbsp. Peanut<br>Butter                 | 1 oz. Whole<br>Wheat Toast<br>Slice    | 1.8 oz. Muffin        |
| Baked Potato<br>Rounds<br>(1/2 Cup) | Pineapple<br>Chunks<br>(1/2 Cup)  | Fresh Crisp<br>Apple Slices<br>(1/2 Cup) | Petite Banana<br>(1 Each = 1/2<br>Cup) | 4 oz. Orange<br>Juice |

All Breakfasts Are Offered w/ A Choice of Skim White,  
1% White, or 1% Chocolate Milk

Charwell

Review sample menus and how food items fit with one of the ways the menus could be planned using both G/B and M/MA foods



## **OVS At Breakfast**

**Optional at all grade levels  
(not required in high schools)**

**Students may decline ANY ONE of the 4  
offered components**

***Let's look at some examples...***

Charwell's

## **Reimbursable Meals & Offer Vs. Serve**



**QUESTIONS?**  
**Enhanced Food Based Menus**

**Chitwells**

Does anyone have any questions about breakfast?

**\* Need training info from Vendors \***

**Operating Data**

*The following sections are for the School Food Authority, not individual sites.*

**TRAINING- BY SFA**

**Staff Training**

|  | Name/Title         | Scheduled Training Date | Completed Training Date |
|--|--------------------|-------------------------|-------------------------|
| Menus                                    | Lindsey Palmer, RD | 8/17/11                 |                         |
| Daily Meal Count Procedures              | Lindsey Palmer, RD | 8/17/11                 |                         |
| Self-Reviews (SFA's with multiple sites) | Ed Kurtauski, Chef | 8/17/11                 |                         |
| Record Keeping                           | Lindsey Palmer, RD | 8/17/11                 |                         |
| Meal Service                             | Lindsey Palmer, RD | 8/17/11                 |                         |
| Food Service Sanitation                  | Ed Kurtauski, Chef | 8/17/11                 |                         |
| USDA Meal Pattern Requirement            | Lindsey Palmer, RD | 8/17/11                 |                         |
| CACFP At-Risk Supper Procedures          | Lindsey Palmer, RD | 8/17/11                 |                         |

**\* Include agenda and supporting documentation**

**OTHER**

**Public Release**

Enter the date the public release was/will be sent to the media: \_\_\_\_\_

Write the name(s) of the newspaper, TV station, radio station, etc. to which the public release was/will be sent: \_\_\_\_\_

State agency will provide the public release for all timely approved applications.

Is W-9 form attached: ☐ Yes ☐ No

Is Master Supplier Information Collection Template attached: ☐ Yes ☐ No

**Authorized Personnel to sign:**

**NSLP Claims:**

**Healthy School Act (HSA) Claims**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# WebSMARTT 3

## WebSMARTT 3 Training

August 10th, 2011

9:00 a.m. – 11:00 a.m.

Meeting called by DCPS, DCCK and SL-Tech

---

9:00 a.m. – 9:05 p.m.

Introduction & Overview

---

9:05 a.m. – 9:35 a.m.

Point Of Sale Cashiers

New Keyboard Layout

Error Messages

Proper Meal Capture

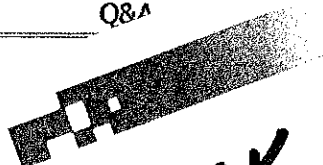
New Procedures

Q&A



---

9:35 a.m. – 11:00 a.m.



*DCCK  
Training  
need Agenda  
+ handouts, etc.  
WWW.NEXTDAYGOURMET.COM*

## DCPS School Year 2011 – 2012 WebSMARTT Changes

DCPS is implementing a lot of changes for the 2011 – 2012 school year. This document will go over the major changing that will be effect how the Café Leads, Cashiers and Area Directors use and manage WebSMARTT.

### **1) Charge Policy**

- a) DCPS is implementing a charge policy throughout the district of \$27 for Elementary and \$32 for Secondary
- b) They will be able to charge up to 20 meals before the system will no longer allow another charge and will display "Credit Limit Exceeded"
- c) There will be levels of communications to parents about their child's negative balance(s). See Attachment OFNS Charge Policy for full description.

### **2) Cashless Lines**

- a) DCPS is now cashless at the POS lines
- b) Money will no longer be accepted at the Point of Sale during a meal session
- c) Money will be collected before Breakfast, after Breakfast and after Lunch
- d) Café Leads will input all prepayments collected using WebSMARTT Customer module
- e) Prepayments can also be made at MyPal Kiosks (If applicable) at anytime
- f) Prepayments can be made through <http://www.mylunchmoney.com> with a credit or debit card
- g) This will reduce or eliminate discrepancies at the end of the day during reconciliation.

### **3) No more Combo Lunch or Combo Breakfast button**

- a) In an effort to get more detail at the Point of Sale DCPS has decided to no longer use Combo buttons for meals
- b) Cashiers will Build-A-Meal by selecting what the child actually has on their plate to make the reimbursable meal
- c) A combination of items must be selected from the options before the POS will register it as a "Complete Meal"
- d) If items selected do not meet the requirements for a complete meal they will be charged as A La Carte
- e) This will help us determine what is selling and what is not at a more detailed level

### **4) Cashier Permission Changes**

- a) Cashiers will no longer be able to do certain things at the Point of Sale screen
- b) Top row:
  - i) A, B and Single Action Mode are no longer available to cashiers.
    - (1) Single Action Mode is disabled due to the new Build A Meal philosophy
- c) 2<sup>nd</sup> row from top:
  - i) Adult, Earned and Void Last are no longer available to cashiers.
    - (1) Adult is disabled because adults will have an account in WebSMARTT to purchase a meal
    - (2) Earned is disabled as it was not being used for its actual purpose

(3) Void Last is disabled as it has been decided that only Café Leads will have the ability to void through the POS Operations screen

d) 3<sup>rd</sup> row from top:

i) Queue ID #, Prepay are no longer available to cashiers

(1) Queue ID # has never been used in DC

(2) Prepay is disabled as no prepayments will be taken during a meal session

e) Bottom row:

i) Finish Cash is no longer available to cashiers

(1) Finish Cash is disabled as no money will be exchanging hand at the Point of Sale any more. This will also prevent any "accidental" pushes of Finish Cash instead of Finish Account.

## 5) Bulk-Entry Disabled

a) There will be no more bulk entry for Supper or Snack

i) It was never used correctly and caused more headaches than helped anything

b) They will use the Supper user, 9999, to sign onto the Point of Sale. They will use the A button and Single Action Mode to ring in a Supper Combo.

i) Supper will be the only number with A key enabled as well as Single Action Mode

ii) Supper will be the only number they will be allowed to have a Combo key

iii) It cannot be used at any time other than to ring up Supper

c) They will hit the A key over and over until the number of meals served has been rung up.

## 6) Bank Deposits

a) Managers will total up all money collected from prepayments and enter it into WebSMARTT via the Bank Deposit Management Screens.

i) This includes the money from the kiosk (If applicable)

b) Deposits will be put using Single Breakdown Deposit number of Bills, Loose Coins, Bills and Checks entered.

c) Cash Over / Short will **NOT** be tolerated

i) With the induction of cashless lines there is no reason for errors.

ii) If Cash Over / Short is not \$0.00 then Café Leads will be responsible to find the error using the Prepayment Summary Report and Check Summary Report.

iii) Once the error is located the Café lead must correct the error by reversing it and then inputting it correctly.

*\* Need training info from Vendors \**

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1. \_\_\_\_\_  
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3. \_\_\_\_\_

## **Schein, Donna (DCPS)**

---

**From:** Schein, Donna (DCPS)  
**Sent:** Tuesday, August 09, 2011 2:24 PM  
**To:** 'Lindsey Palmer'  
**Cc:** James, Kenny W. (DCPS); Edward Kwitowski; James, Utelca N. (DCPS); Wright, Ruth A. (DCPS)  
**Subject:** RE: Training Info for NSLP App

Thanks Lindsey. Can you send the agenda and back-up materials (handouts) to support the training? If you have information from last year and expect it to be the same, please advise and send the detail. Thanks

**Donna F. Schein**  
**Deputy Director, Food Services**  
**Office of the Chief Operating Officer**

District of Columbia Public Schools  
1200 First Street, NE, 11th Floor  
Washington, DC 20002  
(M) 202.631.6259  
[donna.schein2@dc.gov](mailto:donna.schein2@dc.gov)

Put a salad bar in every DCPS school! Visit [DCPS' Let's Move Salad Bars to School Page](#) to support our healthy eating initiative.

**From:** Lindsey Palmer [<mailto:lpalmer@dccentralkitchen.org>]  
**Sent:** Tuesday, August 09, 2011 2:09 PM  
**To:** Schein, Donna (DCPS)  
**Cc:** James, Kenny W. (DCPS); Edward Kwitowski  
**Subject:** RE: Training Info for NSLP App

Hi Donna,

Attached the document. We will not be having the training session until 8/17.

Lindsey Palmer, RD  
DC Central Kitchen  
908-309-5351  
[lpalmer@dccentralkitchen.org](mailto:lpalmer@dccentralkitchen.org)

**From:** Schein, Donna (DCPS) [<mailto:donna.schein@dc.gov>]  
**Sent:** Monday, August 08, 2011 11:54 AM  
**To:** Lindsey Palmer  
**Cc:** James, Kenny W. (DCPS); Edward Kwitowski  
**Subject:** Training Info for NSLP App

Hi Lindsey – would you send me the training back-up for the NSLP application? Thanks!

**Donna F. Schein**  
**Deputy Director, Food Services**  
**Office of the Chief Operating Officer**

District of Columbia Public Schools  
1200 First Street, NE, 11th Floor



Washington, DC 20002  
(M) 202.631.6259  
[donna.schein2@dc.gov](mailto:donna.schein2@dc.gov)

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***"One City Summer Fun ... Something for Everyone"***

Mayor Gray's comprehensive summer program with fun activities, events and services for residents of all ages  
For more information visit [www.onecitysummer.dc.gov](http://www.onecitysummer.dc.gov) or call 311

Wednesday, August 17<sup>th</sup>

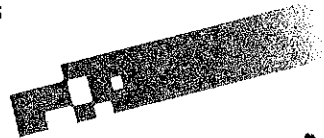
DCPS – DC Central Kitchen Mandatory Meeting Agenda

Human Resources

- New hire information & Employee Handbook
- Health Insurance
- Call out procedures
- Vacations and paid time off, school days off, requesting time off
- Clocking in and out
- Uniforms
- Disciplinary actions, write ups and termination
- Food Handlers Licenses

DCPS Regulations

- Healthy Schools Act
- USDA breakfast, lunch and supper regulations
- Production records
- POS system
- Meal counts and edits
- Cash deposits
- Menu chat
- Promotion:



School Start-Up Infor

- BIC procedure
- Provision 2 sch
- Charge policy
- New POS system.
- Supper start date
- Fresh Fruit & Veg
- A la Carte

*DLK Training*

[WWW.NEXTDAYGOURMET.COM](http://WWW.NEXTDAYGOURMET.COM)

Wednesday, August 17<sup>th</sup>

DCPS – DC Central Kitchen Mandatory Meeting Agenda

Human Resources

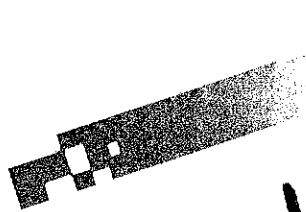
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- Health Insurance
- Call out procedures
- Vacations and paid time off, school days off, requesting time off
- Clocking in and out
- Uniforms
- Disciplinary actions, write ups and termination
- Food Handlers Licenses

DCPS Regulations

- Healthy Schools Act
- USDA breakfast, lunch and supper regulations
- Production records
- POS system
- Meal counts and edits
- Cash deposits
- Menu changes
- Promotional events

School Start-Up Information

- BIC procedures
- Provision 2 schools
- Charge policy
- New POS system procedures
- Supper start dates
- Fresh Fruit & Vegetable Program
- A la Carte



*DCCK  
Training*

WWW.NEXTDAYGOURMET.COM

# 2011-2012 School Year Presentation – DC Public Schools

DC Central Kitchen

August 17, 2011





# Agenda

- Human Resource Information
  - Policies & Procedures
- DC Public Schools Information
  - Regulations
  - POS System and Cash Deposits
- School Start Up Information
  - Charge Policy
  - Cashless Meal Service



# Human Resources

- Employee Handbooks
  - Every employee should have one
- Health Insurance
  - New hires must wait three months before being added to DCCCK's health insurance plan
  - Insurance can only be changed once a year, please speak with Bea if you wish to change your insurance plan before September 1<sup>st</sup>



# Human Resources

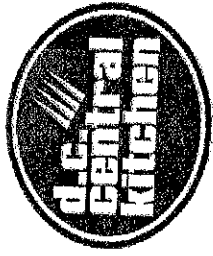
- Requesting time off, school days off and vacation time
  - All requests for time off must be submitted in writing to either Ed, Allison or Christina and approved
  - Days where schools are closed can be taken using personal time (paid) or unpaid time off
  - During extended time off, staff will not be paid unless they use time off
- Example: Winter Break



# Human Resources

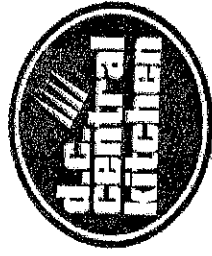
- Call Out Procedures
  - Staff must CALL OUT of work
    - Texting is not appropriate!!
  - You must contact either Ed, Christina or Allison as soon as you know you will not be able to come to work
    - Letting other team members know is important but it is not consider a call out unless Ed, Christina or Allison is informed by the person calling out





# Human Resources

- Signing in and out
  - Each employee must sign in and out everyday with accurate times
  - Time sheet should be completed daily!
- New clock in procedures
  - New time clocks will be arriving in all schools by the end of September
  - More details to come...



# Human Resources

- Each employee will be issued a set of uniforms
  - DCCCK t-shirts, pants, chef jacket, aprons, and hat
- Uniforms are to be worn daily, no exceptions!
  - If you are not in uniform, you will be written up
- If you need more uniforms, please speak with Ed, Allison or Christina
- It is important to let staff, students and faculty know you are and that can only be done by wearing a DCCCK uniform



# Human Resources

- DCCK employees a progressive disciplinary action
  - Verbal write up & written documentation
  - Termination
- Please see the DCCK Employee Handbook for more details
  - Tardiness, excessive call outs and being out of uniform are examples of violations of the handbook



# DCPS Regulations

- USDA Regulations
  - Breakfast, lunch, snack & supper programs
- DC Healthy Schools Act
  - Whole grains, fruit and vegetable varieties, beans
- DCPS Specific Regulations
  - Low sugar cereal, no HFCS, no flavored milk



# DCPS Regulations

- Offer vs Serve (lunch)
  - All elementary school students **MUST** take all five components
    - Protein
    - Grain
    - Fruit
    - Vegetable
    - Milk



# DCPS Regulations

- Offer vs Serve (lunch)
  - Middle schools students must take three (3) of the five components to count as a meal
    - Schools include: Deal, Kelly Miller and Walker Jones
  - All schools must serve all four (4) components for breakfast
    - Protein
    - Grain
    - Fruit
    - Milk



# DCPS Regulations

- Production Records
  - Must be filled out daily for all three meals and filed
  - DCPS & OSSE will be looking at production records and matching them edit sheets
  - See attached example



# DCPS Regulations

- Point of Sales System
  - New procedures for entering meals
  - No more bulk entry for supper meals
  - Meal counts must be done daily to be compliant
  - Edit checks should be printed daily at the end of the day to ensure accuracy
  - Inaccurate or incomplete meal counts will not be tolerated and staff will be written up





# DCPS Regulations

- Cash deposits
  - Must be done daily and filled out completely
  - Deposits must be balanced at the end of each day
  - If there is an issue with cash, you must call Ed, Brittney or Lindsey
  - Cash deposits not made daily will also not be tolerated and staff will be written up



# DCPS Regulations

- Menu changes
  - In an event of a menu change, Ed will notify you
  - Menus are set to be compliant and stay within regulations
    - Changing menus without checking in with Ed could cause DCCK not to be paid
  - No staff member other than Ed has the right to change the menus!



## DCPS Regulations

- Every school must have an employee with a current food handlers license
- If you have taken the ServSafe Exam, you still need to go to the Department of Health and get a food handlers license
- Certificates must be displayed in kitchen
- If you need to take the exam, see Ed once school starts



## Additional Information

- DCCCK will be implementing special events and promotions at schools throughout the year
  - It is important to participate in the events and engage students
  - Giveaways and handouts will also be available for students to take



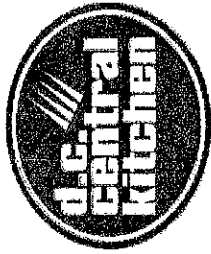
## Additional Information

- A DCPS charge policy will be implemented this year at all schools where students have to pay for meals
  - Burrville
  - Deal MS
- Schools where money is taken, for meals or a carte sales, will now have cash kiosks
  - They will be emptied daily
  - Schools include: Burrville, Kelly Miller, Deal & Walker Jones



## Additional Information

- All five elementary schools qualified for the Fresh Fruit and Vegetable Program this year
  - Start date is September 12<sup>th</sup>
- Supper and snack programs all start on August 22<sup>nd</sup>
- BIC starts August 22<sup>nd</sup> as well at all elementary schools
- Early Childhood dates differ at each school



## Contact Info

- Chef Ed: 202-603-7610
- Lindsey: 908-309-5351
- Bea: 202-234-0707 ext 151

Please contact any of us with questions

## Operating Data

*The following sections are for the School Food Authority, not individual sites.*

### TRAINING- BY SFA

#### Staff Training

|  | Name/Title                                    | Scheduled Training Date | Completed Training Date |
|--|---|-------------------------|-------------------------|
| Menus                                    | ___ Monique Rolle/ Area Operations Manager___ | August 17 -18           | August 18th             |
| Daily Meal Count Procedures              | ___ Monique Rolle/ Area Operations Manager___ | August 17 -18           | August 18th             |
| Self-Reviews (SFA's with multiple sites) | _____   | _____                   | _____                   |
| Record Keeping                           | ___ Monique Rolle/ Area Operations Manager___ | August 17 -18           | August 18th             |
| Meal Service                             | ___ Monique Rolle/ Area Operations Manager___ | August 17 -18           | August 18th             |
| Food Service Sanitation                  | ___ Monique Rolle/ Area Operations Manager___ | August 17 -18           | August 18th             |
| USDA Meal Pattern Requirement            | ___ Monique Rolle/ Area Operations Manager___ | August 17 -18           | August 18th             |
| CACFP At-Risk Supper Procedures          | ___ Monique Rolle/ Area Operations Manager___ | August 30-31            | August th               |

**\* Include agenda and supporting documentation**

### OTHER

#### Public Release

Enter the date the public release was/will be sent to the media: \_\_\_ July 29, 2011 \_\_\_

Write the name(s) of the newspaper, TV station, radio station, etc. to which the public release was/will be sent:

\_\_\_ DKN – District Knowledge Network \_\_\_

State agency will provide the public release for all timely approved applications.

Is W-9 form attached: \_\_\_ ☒ Yes \_\_\_ No

Is Master Supplier Information Collection Template attached: \_\_\_ Yes \_\_\_ ☒ No

#### Authorized Personnel to sign:

##### NSLP Claims:

##### Healthy School Act (HSA) Claims

1. \_\_\_ Jeffrey Mills \_\_\_

1. \_\_\_ Jeffrey Mills \_\_\_

2. \_\_\_ Donna Schein \_\_\_

2. \_\_\_ Donna Schein \_\_\_

3. \_\_\_

3. \_\_\_



# WebSMARTT 3

## **WebSMARTT 3 Training**

**August 11th, 2011**

**9:00 a.m. – 11:00 a.m.**

Meeting called by DCPS, Rev Foods and SL-Tech

---

|                              |                                    |
|------------------------------|------------------------------------|
| <b>9:00 a.m. – 9:05 p.m.</b> | <b>Introduction &amp; Overview</b> |
|------------------------------|------------------------------------|

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|                              |  |
|------------------------------|--|
| <b>9:05 a.m. – 9:35 a.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|------------------------------|--|

---

|                               |   |
|-------------------------------|---|
| <b>9:35 a.m. – 11:00 a.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|-------------------------------|---|

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## DCPS School Year 2011 – 2012 WebSMARTT Changes

DCPS is implementing a lot of changes for the 2011 – 2012 school year. This document will go over the major changing that will be effect how the Café Leads, Cashiers and Area Directors use and manage WebSMARTT.

### **1) Charge Policy**

- a) DCPS is implementing a charge policy throughout the district of \$27 for Elementary and \$32 for Secondary
- b) They will be able to charge up to 20 meals before the system will no longer allow another charge and will display "Credit Limit Exceeded"
- c) There will be levels of communications to parents about their child's negative balance(s). See Attachment OFNS Charge Policy for full description.

### **2) Cashless Lines**

- a) DCPS is now cashless at the POS lines
- b) Money will no longer be accepted at the Point of Sale during a meal session
- c) Money will be collected before Breakfast, after Breakfast and after Lunch
- d) Café Leads will input all prepayments collected using WebSMARTT Customer module
- e) Prepayments can also be made at MyPal Kiosks (If applicable) at anytime
- f) Prepayments can be made through <http://www.mylunchmoney.com> with a credit or debit card
- g) This will reduce or eliminate discrepancies at the end of the day during reconciliation.

### **3) No more Combo Lunch or Combo Breakfast button**

- a) In an effort to get more detail at the Point of Sale DCPS has decided to no longer use Combo buttons for meals
- b) Cashiers will Build-A-Meal by selecting what the child actually has on their plate to make the reimbursable meal
- c) A combination of items must be selected from the options before the POS will register it as a "Complete Meal"
- d) If items selected do not meet the requirements for a complete meal they will be charged as A La Carte
- e) This will help us determine what is selling and what is not at a more detailed level

### **4) Cashier Permission Changes**

- a) Cashiers will no longer be able to do certain things at the Point of Sale screen
- b) Top row:
  - i) A, B and Single Action Mode are no longer available to cashiers.
    - (1) Single Action Mode is disabled due to the new Build A Meal philosophy
- c) 2<sup>nd</sup> row from top:
  - i) Adult, Earned and Void Last are no longer available to cashiers.
    - (1) Adult is disabled because adults will have an account in WebSMARTT to purchase a meal
    - (2) Earned is disabled as it was not being used for its actual purpose

(3) Void Last is disabled as it has been decided that only Café Leads will have the ability to void through the POS Operations screen

d) 3<sup>rd</sup> row from top:

i) Queue ID #, Prepay are no longer available to cashiers

(1) Queue ID # has never been used in DC

(2) Prepay is disabled as no prepayments will be taken during a meal session

e) Bottom row:

i) Finish Cash is no longer available to cashiers

(1) Finish Cash is disabled as no money will be exchanging hand at the Point of Sale any more. This will also prevent any "accidental" pushes of Finish Cash instead of Finish Account.

## 5) Bulk-Entry Disabled

a) There will be no more bulk entry for Supper or Snack

i) It was never used correctly and caused more headaches than helped anything

b) They will use the Supper user, 9999, to sign onto the Point of Sale. They will use the A button and Single Action Mode to ring in a Supper Combo.

i) Supper will be the only number with A key enabled as well as Single Action Mode

ii) Supper will be the only number they will be allowed to have a Combo key

iii) It cannot be used at any time other than to ring up Supper

c) They will hit the A key over and over until the number of meals served has been rung up.

## 6) Bank Deposits

a) Managers will total up all money collected from prepayments and enter it into WebSMARTT via the Bank Deposit Management Screens.

i) This includes the money from the kiosk (If applicable)

b) Deposits will be put using Single Breakdown Deposit number of Bills, Loose Coins, Bills and Checks entered.

c) Cash Over / Short will NOT be tolerated

i) With the induction of cashless lines there is no reason for errors.

ii) If Cash Over / Short is not \$0.00 then Café Leads will be responsible to find the error using the Prepayment Summary Report and Check Summary Report.

iii) Once the error is located the Café lead must correct the error by reversing it and then inputting it correctly.

## Revolution Foods Server Training

Day 1

| Topic   | Time      | Lead | Notes                         |
|---|-----------|------|-------------------------------|
| <p>Welcome</p> <p>A. Excited to have everyone in the room. Our servers are the most important role in the company. You are the eyes, ears and voice of RF at the schools. This position is much more than just serving a student a meal. Each of you will have the opportunity to have a positive impact at the schools they will be working with every day in the lunchroom.</p> <p>B. Discuss their role: Server Position can be broken up into main areas:</p> <ul style="list-style-type: none"> <li>• Professionalism &amp; Revolution Foods Representative</li> <li>• Food Safety</li> <li>• Compliance</li> <li>• Food Service</li> <li>• Customer Service</li> </ul> <p>C. Review the agenda. Revolution Foods wants to set you up for success so this week we will be covering.</p> <ul style="list-style-type: none"> <li>• Background on Revolution Foods</li> <li>• Nutrition Education</li> <li>• Food Safety</li> <li>• Compliance</li> <li>• Customer Service</li> <li>• Professionalism</li> <li>• Service Logistics</li> </ul> <p>D. If there are topics that we do not have time to discuss we will add them to our parking lot to discuss at a later time.</p> <p>E. Basic Rules of Training</p> <ul style="list-style-type: none"> <li>• Be on time and stay the whole time</li> <li>• Participate fully</li> </ul> | 8:00-8:15 |      | Butcher paper for Parking Lot |

|   |            |  |  |  |
|---|------------|--|--|--|
| <ul style="list-style-type: none"> <li>• Respect Everyone</li> <li>• Silence Cell Phones</li> <li>• Have Fun</li> </ul> <p>F. Basic Logistics-how to clock in, bathrooms, breaks, food, etc.</p>  |            |  |  |  |
| Rev Foods University  | 8:15-12:00 |  |  | There will be a separate slide deck and agenda that will be a part of this training. You will need to adjust to your time constraints. |
| All Staff Lunch- A chance to greet and acknowledge the entire staff.  | 12:00-1:00 |  |  |  |
| Rev Foods University (cont.)  | 1:00-3:00  |  |  |  |
| Closing for the day   | 3:00-3:15  |  |  |  |
| <ul style="list-style-type: none"> <li>• Wrap up with asking some take aways that people are walking away with.</li> <li>• Review where the rest of the day and time they should be there tomorrow.</li> <li>• Any employees who need to wrap up outstanding paperwork meet with Office Manager.</li> </ul> |            |  |  |  |

## Day 2

| Topic  | Time      | Lead | Notes  |
|--|-----------|------|--|
| <p>Welcome Day 2</p> <ul style="list-style-type: none"> <li>• Review some key take aways from yesterday</li> <li>• Review the agenda for the day.</li> </ul>   | 8:00-8:10 |      |  |
| <p>Customer Service</p> <p>A. Customer service is a part of building partners at the schools. We are all a part of the customer service experience. We want to ensure that each student, teacher and principal has a great experience with RF.</p> <p>B. You hear excellent customer service everyday but that can mean something different from person to person.</p> | 8:10-9:30 |      | Customer service activities are in server training folder. |

|   |             |  |                                      |
|---|-------------|--|--------------------------------------|
| <ul style="list-style-type: none"> <li>• In Partners: Think about the last great customer service experience that you had whether it be in restaurant, cable company, grocery store. Talk with your partner what made it an excellent customer service experience .</li> <li>• Share out with the larger group what excellent customer service looked like for all of you.</li> </ul> <p>C. Customer Service Activities</p> <p>D. Go over what the expectations of customer service will be for servers</p> <ul style="list-style-type: none"> <li>• Keeping a positive face with the school while problem solving with SAMs</li> <li>• Always being courteous and professional with the customer students and staff</li> <li>• Not making clients aware of problems</li> <li>• What language should be used with students and school staff</li> <li>• Ambassador for Revolution Foods</li> </ul> |             |  |                                      |
| <p>Professionalism</p> <p>A. Discuss in small groups what it means to be professional as a food service employee? What does it mean to be professional working at a school? Compare the two. Emphasize that in is this role you have to cover both sides. It is important that you understand that you are representing Rev Foods every minute that you are there.</p> <p>B. Overview what is Revolution Foods' expectations of being professional as a school server. It is important that you understand that you are representing Rev Foods every minute that you are there.</p>   | 9:30-10:30  |  | Use Aida's Professionalism guideline |
| <p>Communication:</p> <ul style="list-style-type: none"> <li>• As the server you will be the eyes and hears of the lunch program. It is important to report back on feedback that you hear from students and staff. This</li> </ul>   | 10:30-11:00 |  |                                      |

|   |             |  |                   |
|---|-------------|--|-------------------|
| <p>feedback that is the consensus from majority of students and not just a few that speak the loudest.</p> <ul style="list-style-type: none"> <li>Anytime that there is a delivery error or food quality issue you should call your SAM immediately.</li> <li>There are opportunities for catering school events that you hear are going on at the school.</li> <li>Building Relationships with school staff- Custodian and Office Manager should be your best friend.</li> <li>Relationship with the SAMs</li> </ul> |             |  |                   |
| Lunch and Tasting Exercise  | 11:00-12:00 |  | Exercise from RFU |
| Food Safety   | 12:00-2:00  |  |                   |
| Compliance Overview   | 2:00-2:30   |  |                   |
| Day in the Life of a Server   | 2:30-3:00   |  |                   |
| Closing of the day  | 3:00-3:15   |  |                   |
| <ul style="list-style-type: none"> <li>Take aways of the day</li> <li>For the next 3 days we will get into the details of food service</li> <li>Sign up sheet for carpooling to school visit on Thursday</li> </ul>   |             |  |                   |

### Day 3

| Topic   | Time      | Lead | Notes |
|---|-----------|------|-------|
| Welcome Day 3: Review yesterday and talk about today we are getting into the details of the day to day job applying everything we learned from the past 2 days. | 8:00-8:15 |      |       |
| Menus   | 8:15-8:30 |      |       |
| School Assignment   | 8:30-8:45 |      |       |
| Weekly Schedules  |           |      |       |
| Receiving Meals: <ul style="list-style-type: none"> <li>Reading packing slip exercise</li> <li>How meals should be stored</li> </ul>                            | 8:45-9:30 |      |       |

|   |           |  |  |
|---|-----------|--|--|
| How do you go above and beyond to ensure the best experience for your students. Small group brainstorm and report back to the groups. |           |  |  |
| Wrap up:<br>• Logistics for tomorrow  | 3:15-3:30 |  |  |

#### Day 4

| Topic   | Time        | Lead | Notes  |
|---|-------------|------|--|
| Walk through of service at School Sites<br><ul style="list-style-type: none"> <li>• Receiving</li> <li>• Breakfast</li> <li>• Lunch Prep</li> <li>• Lunch</li> <li>• POS training</li> <li>• Wrapping Up</li> </ul> | 8:00-12:00  |      | KIPP School with 3 cafeterias breaking the group into groups of 20 |
| Lunch: Field Trip Lunches with all the group together.  | 12:00-12:30 |      |  |
| Wrap Up<br>• Discuss logistics for the following day.   | 12:30-12:45 |      |  |

#### Day 5

| Topic   | Time | Lead | Notes  |
|---|------|------|--|
| Practice Service at their actual schools with live food | TBD  |      | We will need to give everyone specific schedules for this day. |



|   |             |  |  |                                       |
|---|-------------|--|--|---------------------------------------|
| <ul style="list-style-type: none"> <li>Record Keeping</li> </ul>  |             |  |  |                                       |
| Breakfast Service <ul style="list-style-type: none"> <li>Prep</li> <li>Breakfast is delivered the day ahead</li> <li>Grab n Go Typically 3 components. Breakfast item (Bagel, muffin, cereal etc,) piece of fruit and milk. You must serve all components</li> </ul>          | 9:30-10:00  |  |  |                                       |
| Lunch Service <ul style="list-style-type: none"> <li>Prep</li> <li>USDA Meal Pattern Requirements</li> <li>Offer vs. Serve</li> <li>Line Management</li> <li>POS Overview: letting them know that they will have a detail POS training the next day at the school.</li> </ul> | 10:00-12:00 |  |  | Nancy's Training for Office vs. Serve |
| Lunch: Set up lunch as if they are going through a cafeteria line. Operations Manager actually do service to all the servers.   | 12:00-12:45 |  |  |                                       |
| Wrapping up Lunch: Once lunch is served what are all the steps you need to complete, <ul style="list-style-type: none"> <li>Clean up</li> <li>Waste management log</li> <li>Filing all paperwork</li> <li>Setting up breakfast team for success</li> </ul>                    | 12:45-1:15  |  |  |                                       |
| CACFP At-Risk Support Procedures  | 1:15-1:45   |  |  |                                       |
| How will work at your school: Break up the group into the schools they are going to work with and hand out their write ups of their schools. <ul style="list-style-type: none"> <li>Have them review as a group.</li> <li>Q &amp; A session</li> </ul>                        | 1:45-2:15   |  |  |                                       |
| What Happens if..... (Q&A Session) <ul style="list-style-type: none"> <li>Discuss allergen carb reports</li> <li>Substitutions</li> <li>Short deliveries</li> </ul>   | 2:15-2:45   |  |  |                                       |
| Applying what we learned in the last 3 days to our own cafeteria:   | 2:45-3:15   |  |  |                                       |



## EXAMPLES of REIMBURSABLE MEALS under OVS

### **1. Meal: BBQ Chicken w/ cheesy potatoes, and steamed vegetables and Dinner Roll**

- a. **Meat:** Chicken
- b. **Vegetable:** Potatoes and other veg
- c. **Grain:** Dinner Roll
- d. **Fruit:** Apple
- e. **Milk**

➔ The meat and vegetable are packed together. Student can decline 1) fruit or 2) milk or 3) dinner roll, (or 2 of the 3 side items), and the meal is reimbursable.

### **2. ENTRÉE: Burrito Grande**

- a. **Meat:** Beef
- b. **Vegetable:** Corn salsa
- c. **Grain:** Rice and Tortilla
- d. **Fruit:** Orange
- e. **Milk**

➔ The meat, veg and grain are packed together. Student can decline 1) fruit or 2) milk (or both) and the meal is reimbursable.

### **3. ENTRÉE: Chicken and Vegetable Noodle Soup w/ Baby Carrots**

- a. **Meat:** Chicken
- b. **Vegetable:** Veg in soup and baby carrots
- c. **Grain:** Noodles in soup, and roll
- d. **Fruit:** Banana
- e. **Milk**

➔ For this meal, 4 of 5 components are all packed separately. Student can decline 1) fruit or 2) milk or 3) roll, or 4) baby carrots (or 2 of the 4 side items packed separately), and the meal is reimbursable.



## Offer vs. Serve (OVS)

### WHAT IS OFFER vs. SERVE (OVS)?

- OVS is a system designed to reduce waste and give students greater flexibility. Under Traditional Food Based Menu Planning, Revolution Foods “offers” lunch with at least 5 components [meat, grain, vegetable, fruit and milk], but the students eating at an OVS school “serve” themselves by having some choice as to what to take.
- Realistically, what the student declines depends on how the meal is packaged because most of the time, we pack the meat and grain and veg together, and the fruit and milk are the only components that can feasibly be declined. Exceptions are meals where the baby carrots (veg) or roll (grain) or seeds (protein) are served on the side.
- Revolution Foods encourages students to take all meal components in order to receive optimum nutrition in a balanced meal, but we recognize that some students will prefer not to eat the entire lunch or breakfast.
- OVS allows schools to still serve reimbursable meals if their students decline some components of the meal.

### WHICH SCHOOLS CAN BENEFIT FROM OVS?

- **ALL HIGH SCHOOLS** on the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are *required* to do OVS.
- **ELEMENTARY SCHOOLS** on the National School Lunch Program (NSLP) and School Breakfast Program (SBP) have the *option* to do OVS. Elementary schools interested in doing OVS should have indicated OVS on their CDE application.
- Schools on OVS must ensure that their students pick up their meal in a certain way to ensure that all meals are reimbursable.

### WHAT HAPPENS AT LUNCHTIME FOR ALL NSLP HIGH SCHOOLS AND THE NSLP ELEMENTARY SCHOOLS THAT HAVE OPTED INTO OVS?

- NSLP
- All five food items must be offered to all students. [Grain, Meat, Vegetable, Fruit, Milk]
- Secondary students have the option of which one or two food item(s) to decline.
- Students must take at least 3 of the 5 components.
- Based on the Revolution Foods menu offering (the Grain, Meat, and Vegetable are usually plated together), OVS means that most of the time, the student has the choice of declining EITHER the *milk* or the *fruit*.



#### **WHAT ABOUT ELEMENTARY SCHOOLS THAT ARE NOT DOING OVS?**

- Elementary schools not doing Offer vs. Served are called "Serve".
- Elementary students must take all five meal components or the meal is not reimbursable if at a Serve school.
- This means students must take the meal, any sides, fruit, and milk.
- If a student does not take the milk or the fruit, then technically the meal is not reimbursable.
- A student could potentially take all components, and then discard what is not eaten; to avoid wasting food, elementary schools should check the OVS box on CDE paperwork when setting up their NSLP/ SBP reimbursement account.

***\*INSTRUCT SCHOOLS TO POST THE REVOLUTION FOOD MENU IN THEIR LUNCH SERVICE AREA***

# Utensils & Disposables

Equipment and utensils can be classified as being in one of three conditions: clean, dirty or in-use. The clean and dirty conditions are self-explanatory. In-use equipment and utensils are those items that are being used to hold, dispense, or process food. Clean and in-use utensils will touch food without being cleaned first. This means that the manner in which they are handled is crucial to preventing contamination and keeping food safe.

## IN-USE UTENSILS

In-use utensils should be stored in one of the following ways:

- in the food with their handles above the top of the food and container;
- in food that is not potentially hazardous with their handles above the top of food within containers that can be closed (bins of flour, etc.);
- in running water of sufficient velocity to flush particulates to the drain if used with moist food such as rice or ice cream;
- in a clean, protected location if the utensils are used only with a food that is not potentially hazardous (for example, ice scoops).

## CLEAN EQUIPMENT AND UTENSILS

It is important to store clean utensils and equipment in a way that will keep them free from contamination, especially on the food contact surfaces.

Clean utensils (spoons, knives, forks, tongs, etc.) must be stored in containers that are clean and sanitary. They should not be stored near hazardous chemicals or other sources of potential contamination. In addition, they should be stored so that all the handles of the utensils are pointing in the same direction. This ensures that people who reach in to get the utensils grab the handle end, rather than the food contact end.

Equipment must also be stored in a sanitary manner. It is important to keep all food equipment away from chemicals and other contaminants. It is a good idea to cover equipment that is placed in long term storage.

## DISPOSABLES OR SINGLE SERVICE ITEMS

Single service items are the paper, plastic or styrofoam cups, lids, plates, boxes, trays, utensils, bags, sheets, deli tissue, straws, toothpicks, bar stirrers or bread wrappers, etc. that will be discarded after one use.

Single service items should be stored:

- in a clean, dry location;
- where they are not exposed to splash, dust or other contamination;
- inverted or covered such that the food or lip contact surface is protected;
- presented such that only the handles are touched by employees and consumers (for single service knives, forks and spoons).



*There is an organization called NSF International that tests and approves kitchen equipment. Equipment that is NSF-approved has gone through stringent testing to ensure that it does not pose a threat to safety. Look for the NSF seal when purchasing commercial kitchen equipment.*

FSTM-US-0703-12

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. Which of the following is a possible condition in which a utensil might be?

☐

- A. It could be clean
- B. It could be dirty
- C. It could be in-use
- D. Any of the above

2. How should an in-use utensil be stored?

☐

- A. If stored in the food, the handle must not touch the food
- B. If for use in a moist food, it can be stored in running water
- C. If for use with ice, it may be stored in a separate location that is clean and sanitized
- D. All of the above

3. How should clean utensils be stored?

☐

- A. In a clean and sanitary container
- B. Away from chemicals and other sources of potential contamination
- C. So that all handles are in the same direction
- D. All of the above

4. Which of the following is not a disposable or single service item?

☐

- A. Paper plate
- B. Plastic straw
- C. Silver fork
- D. Toothpick

5. Which of the following is not a proper way to store single service items?

☐

- A. Covered
- B. Inverted (face down)
- C. In a clean, dry area
- D. Where they are easily exposed to drips and splashes

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

# Revolution Foods Inc. Daily Prod Rec- Culinary Cir/Recv Kitch

J: DMV Lunch NSLP K-6      \$students(237)      Adults: 0      Total: 237

MENU PLANNING: TRADITIONAL      OFFER/SERVE: Y / N      GRADE GROUPS:

Site # 070 DCPS Arndon

| Food Item<br>recipe & ingredients         | portion<br>size  | M/A<br>OZ | G/B<br>SR | F/V<br>Cup | Milk<br>fl oz | plan<br>reimb-<br>usable | plan<br>adult | plan<br>total | qty<br>serv | temp<br>prep | temp<br>arrival | temp<br>serve | left<br>over | comments |
|---|------------------|-----------|-----------|------------|---------------|--------------------------|---------------|---------------|-------------|--------------|-----------------|---------------|--------------|----------|
| <b>Mon - 5/2/2011</b>                     | J: 1             | 2         | 4         | 5.8        |               | 197                      |               | 197           |             |              |                 |               |              |          |
| <b>902084 RG SAND MEATBALL K-6-031</b>    | J: 1 EACH        |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 902194 BREAD, ROLL, SUB, WHL W            |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 902223 MEATBALLS, BEEF NATURA             |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 001028 CHEESE MOZZARELLA PAR              |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900530 SAUCE, TOMATO, PASTA, A            |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900555 BUNNY GRAHAMS, ANNIE'S             |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900258 CARROTS, BABY, 1/4 CUP-08          |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| <b>001954 VG, TOFU TERI RICE K-6-0311</b> | J: 1 EACH        | 2         | 1 1/2     | 3/8        |               | 19                       |               | 19            |             |              |                 |               |              |          |
| 9001948 SR, TOFU, SOY GINGER-03           |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900604 SAUCES, TERIYAKI, CHESAP           |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 9001781 SR, VEG STIR FRY, CKD-01          |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 9001951 SR, RICE, NOT SO FRIED-0          |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900117 SUNFLOWER NUTS, LIGHT TL           |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900889 YOGURT, 4OZ, STONYFIELD            |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| <b>902120 SAL, CHEF K-6-0511</b>          | J: 1 EACH        | 2         | 1 1/2     | 1 1/4      |               | 30                       |               | 30            |             |              |                 |               |              |          |
| 902191 BREAD, ROLL, WHOLE WHE             |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 011251 LETTUCE, COS OR ROMAINE            |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900035 TURKEY, SLICED, WELL SHI           |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 011124 CARROT'S RAW                       |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900586 CHEESE, CHEDDAR, REDUC             |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| 900535 DRESSING, RANCH, CHELT             |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| <b>990162 FR, ORANGE, MED 1/2 CUP</b>     | J: 1 EACH        |           |           | 12         |               | 237                      |               | 237           |             |              |                 |               |              |          |
| 900200 ORANGES RAW, ALL COMM              |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| <b>901665 MILK - 0% 8 FL OZ, K-12</b>     | J: EACH 18 FL OZ |           |           |            | 8             | 47                       |               | 47            |             |              |                 |               |              |          |
| 900248 MILK - 0% REV FOODS                |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |
| <b>001686 MILK - 1% 8 FL OZ, K-12</b>     | J: EACH 18 FL OZ |           |           |            | 8             | 190                      |               | 190           |             |              |                 |               |              |          |
| 900245 MILK - 1% REV FOODS                |                  |           |           |            |               |                          |               |               |             |              |                 |               |              |          |

The Total Number of students and Adults Served, Qty Recvd, Temp Arrival and Temp Srvce must be completed by the receiving kitchen staff. All left-over food will be discarded in accordance with established TDA, ARM, Ethics and 7 CFR 210 guidelines

# Stem Thermometers

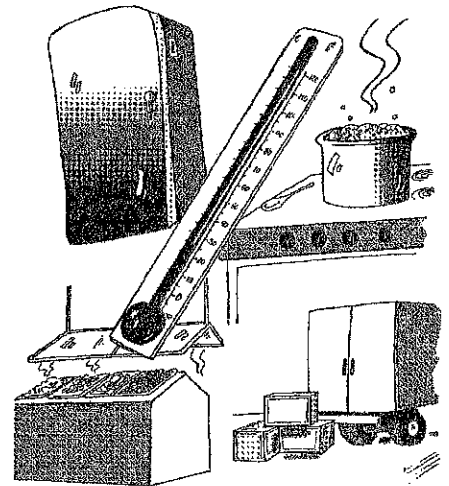
Dial stem thermometers are fragile. Over time, they may begin reading temperatures inaccurately, especially if they have been dropped or abused. When this occurs it may not be necessary to throw the thermometer away but it is necessary to adjust the read-out so that it is accurate. This is called calibration.



A mixture of equal parts water and ice will always be the same temperature, 32°F. This mixture can be used to calibrate a stem thermometer.

## TO CALIBRATE A STEM THERMOMETER

- ① Put equal parts of water and ice into a cup.
- ② Place the thermometer into the ice/water mixture. Use the stem to stir the water.
- ③ When the needle on the dial stops moving, read the temperature.
- ④ If the thermometer reads 32°F, great! It is calibrated.
- ⑤ If the thermometer does not read 32°F, use a small wrench or pliers to turn the calibration nut until the thermometer dial reads 32°F.



**Note:** The stem of the thermometer must remain in the ice water during the calibration.

## THINGS TO REMEMBER

Food temperatures should be monitored to ensure that food is not in the Temperature Danger Zone (41°F to 140°F.) To take the temperature of food, the thermometer must be inserted directly into that food, in the center or thickest portion of the food. The sanitary condition of the thermometer is of utmost importance in keeping the food safe. Like any food contact surface, a thermometer should be washed, rinsed and sanitized before it is inserted into food.

## STEPS FOR TAKING THE TEMPERATURE OF FOOD

- ① Make sure that the thermometer is calibrated.
- ② Wash, rinse and sanitize the thermometer.
- ③ Insert the stem into the thickest portion of the food to be tested. A dial stem thermometer must be inserted to the dimple on the stem. Wait 15 seconds before taking a reading.
- ④ If the food is a cold food, it should be 41°F or below.
- ⑤ If the food is a hot food, it should be 140°F or above.
- ⑥ Re-sanitize the thermometer before inserting it into another food.

*Infrared thermometers and thermocouples are other methods of measuring temperature. Thermocouples or digital thermometers are inserted into food in a manner similar to stem thermometers. They hold calibration better than a stem thermometer. Infrared thermometers can be used from a distance. They measure the amount of infrared (or heat) energy being emitted by the surface of a food and use this measurement to determine the temperature of the food. The limitation of the infrared thermometer is that it measures only the surface temperature of the food, not the internal temperature.*

FSTM-US-0703-03





# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.



The action icon on the previous page indicates a skill that you should learn with your supervisor's help.

CORRECT

1. What word is used to describe adjusting the read-out of a thermometer so that it is accurate?

- A. Calibration
- B. Consternation

- C. Creation
- D. Cooperation

☐

2. What is the temperature of a mixture of half ice and half water?

- A. 32°F
- B. 41°F

- C. 25°F
- D. 12°F

☐

3. What should you be certain of about a thermometer before you insert it into food?

- A. It is clean
- B. It is sanitized

- C. It is calibrated
- D. All of the above

☐

4. What is the maximum temperature for cold food?

- A. 45°F
- B. 35°F

- C. 41°F
- D. 32°F

☐

5. What is a **DISADVANTAGE** of an infrared thermometer?

- A. It can be used from a distance
- B. It measures only surface temperature
- C. It is very fast

☐

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

# Receiving

If food that enters your facility is of poor quality or has been contaminated or temperature-abused, nothing can be done to improve it. That is why it is vital that measures are in place to ensure that food you receive meets the highest quality and safety standards. The following are some methods that can assist you in achieving this goal.

**SUPPLIER'S AGREEMENTS** are the first line of defense against bad food. They establish the expectations your facility has of the food it buys. These expectations typically relate to quality, temperature and content. Your management has agreements with many suppliers. Employees should be familiar with options for action if a food product is not the quality expected.

Incoming shipments should go through a documented **INSPECTION PROCEDURE** before they are unloaded. In addition to food quality, the general condition of the truck should be observed. Food that is in damaged packages or food that looks abused should be refused. Temperatures should be taken of all cold foods to ensure that they are not in the Temperature Danger Zone (between 41°F to 140°F). Be sure to check the temperature in the back, front and middle of the truck just in case there is temperature variation. The delivery truck should be checked for evidence of pest infestation or activity. The temperatures and condition of the food must be noted in a receiving log. The receiving log helps to keep track of which vendors commonly have problems and reminds receiving staff of what to check.

Cold food that is approved for receipt must immediately be placed in a cooler or freezer. Cold food should never be allowed to sit out on the receiving dock or in the kitchen. If cold food is not placed into a cooler during a night drop, it should not be used.

Daydots are color-coded labels with the day of the week pre-printed on them. Daydots are a great way to keep track of the preparation and receiving dates of perishable products. Other ways of **DATING PRODUCTS** include using masking tape or writing directly on a package. Although no one method works for everyone, your management should pick the one best suited to your establishment and help put it into practice.

## STORAGE CONDITIONS

Cooler Storage: Temperatures should be 41°F or below

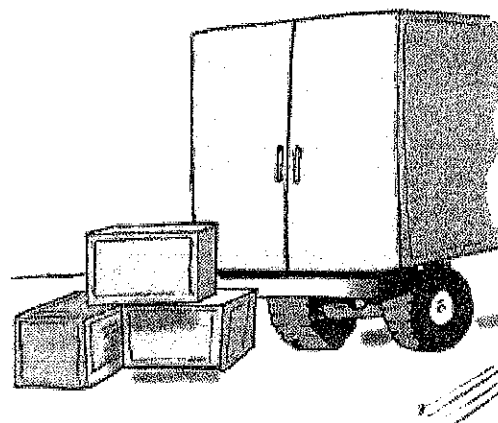
Freezer Storage: Temperatures should be 10°F or below

Dry Storage: Temperatures should be around 70°F

Storage should be at least 6 inches off the floor.



*Many food suppliers are inspected by third parties or the government. Your management may choose to review the inspection reports, visit the site themselves, or hire someone to perform a third party audit of a problem supplier.*



# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. If bad food is received at your facility, is there anything that you can do to improve its safety and quality? ☐

A. Yes

B. No

2. Which of the following may be included in a Supplier's Agreement? ☐

A. Quality Specifications

C. Content Specifications

B. Temperature Specifications

D. All of the above

3. Which of the following items should be rejected? ☐

A. Food that looks damaged.

C. Refrigerated food that is at 60°F

B. Food on a truck that shows evidence  
of rat or insect activity

D. All of the above

4. Which of the following is NOT a use of a Receiving Log? ☐

A. Keep track of food temperatures

B. Keep track of problem vendors

C. Keep track of hours worked.

5. What is the maximum temperature for cooler storage? ☐

A. 60°F

C. 45°F

B. 50°F

D. 41°F

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Personal Hygiene

Attaining good personal hygiene is not difficult. It requires only knowledge and a commitment to doing things right. This module will give you the knowledge. The commitment comes from you.

**HAIR** may contain bacteria that can contaminate food and the presence of hair in food is unappetizing. An effective hair restraint should be worn whenever working with food. Caps or hair nets are ideal for this purpose and must adequately restrain all hair.

**EATING** is inappropriate in food prep and storage areas. Eating should be done only on breaks and in a designated area that is separate from work stations.

**DRINKING** is acceptable in food areas only if it is done from a covered cup. Cups must be stored in a designated area away from food.

No form of **TOBACCO** may be used in food prep or storage areas. Smoking and other tobacco-related activities should take place only while on break.

Ideally, **PERSONAL ITEMS** (purses, backpacks, clothing, etc.) should be stored in an area completely removed from food areas, such as a locker. If such an area is not available, a shelf or cabinet should be designated for this purpose. This area must be located away from food and food contact surfaces.

Employees involved in food prep should not wear excessive **JEWELRY** or adornments.

Employees should wear clean outer **CLOTHING** or uniforms.

Employees with the following symptoms must be restricted from food handling duties: diarrhea, vomiting, fever, jaundice, or sore throat with fever. Employees diagnosed with **ILLNESSES** due to the following organisms should also be restricted: *Salmonella Typhi*, *Shigella*, Hepatitis A, and Shiga toxin-producing *E. coli*. Report these conditions to your supervisor before beginning any food handling task.

Employees should not work with infected **CUTS, ABRASIONS, BOILS** or any skin condition that causes flaking of the skin. If a cut is not infected, is freshly bandaged and covered with a glove, the affected employee may continue working.



*'Typhoid Mary' was a carrier of typhoid in the early 20<sup>th</sup> century. Although she was immune to the disease caused by *Salmonella Typhi* and showed no symptoms, she "carried" the organism. She infected others with the disease while she worked as a cook and was directly related to 51 cases and three deaths.*

FSTM-US-0703-02

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. Which of the following is acceptable behavior for a food worker while he is preparing food?

- A. Eating
- B. Drinking from a covered cup
- C. Smoking
- D. All of the above

☐

2. Which of the following is **NOT** an acceptable hair restraint?

- A. Hat
- B. Hair net
- C. Hairspray
- D. All of the above

☐

3. Drinking is acceptable in a food area as long as:

- A. The cup is covered
- B. The cup is stored away from food
- C. All of the above

☐

4. Which of the following symptoms should you tell your manager about?

- A. Diarrhea
- B. Vomiting
- C. Sore throat with fever
- D. All the above

☐

5. If there is a cut on your finger that is not bleeding or infected, what **MUST** you do before you work with food?

- A. Treat it with peroxide
- B. Bandage it and cover it with a glove
- C. See a doctor
- D. Take an aspirin

☐

☐ STANDARD TRAINING    ☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Holding Temperatures

Most foodborne illnesses are caused by germs that live in our food, growing and reproducing when conditions are favorable. One of the major factors affecting whether or not conditions are favorable is temperature. Most bacteria grow at temperatures between 41°F and 140°F which is referred to as the Temperature Danger Zone. The optimal temperature for bacterial growth is in the center of the Danger Zone, near body temperature.

Clearly, the best way to keep food safe is to keep it out of the Danger Zone. This is done by keeping hot food hot and cold food cold.

## HOT FOOD

Hot food must be held at 140°F or above. Most bacteria do not grow at this temperature. The temperature of hot food held in the kitchen or on buffets should be monitored periodically throughout the day to ensure that it does not fall into the Danger Zone.

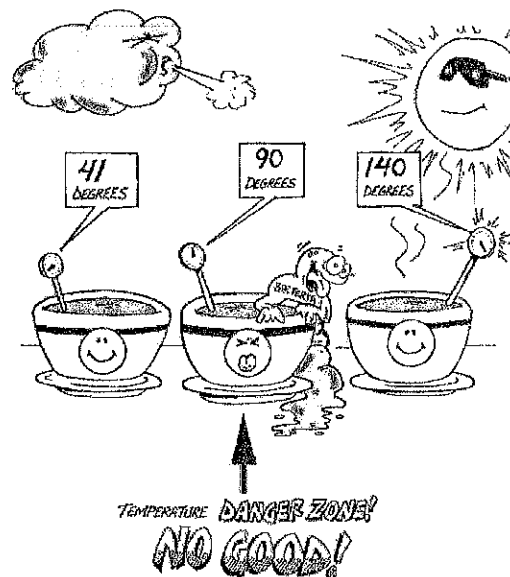
Written temperature logs are an excellent way of documenting temperature.

## COLD FOOD

Cold food must be held at 41°F or below. Although cold temperatures do not necessarily kill bacteria, they significantly slow growth. The temperature of cold food should be monitored and documented in the same manner as hot food.

## ICE BATHS

To maintain safe temperatures, cold food is often held in a container on ice or in an ice bath. When used correctly, ice baths are quite effective. The level of the ice/water mixture must be at least as high as the level of the food in the container in the bath. If only the bottom of the food container is in contact with the ice bath, only the bottom of the container will get cold. Also, if there is not enough of either water or ice in the container, the food won't get cold. The mixture should be about 50/50 and as ice melts, it must be replaced. Be sure that the water is not allowed to splash into the food.



The Centers for Disease Control and Prevention estimate there were 5,000 deaths, 76 million illnesses and 325,000 hospitalizations related to food in 1999. The impact that an outbreak can have on an organization's reputation and public image is enormous. Media outlets spread such information far and wide and public trust, once lost, is not easily regained.

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. What is the Temperature Danger Zone?

- A. Between 40°F and 141°F  
B. Between 41°F and 140°F

- C. Between 51°F and 140°F  
D. None of the above

☐

2. What is the lowest temperature at which hot foods should be held?

A. 140°F

B. 141°F

C. 145°F

☐

3. What is highest temperature at which cold foods should be held?

A. 45°F

B. 41°F

C. 55°F

☐

4. What happens to bacteria at temperatures above 140°F?

A. They grow very slowly

B. They cannot grow

C. They grow rapidly

☐

5. Which of the following is a way to make sure that an ice bath is effective?

A. Replace ice as it melts

B. Make sure that the level of ice in the ice bath is as high as the food in the container

C. Use a mixture of half ice and half water

D. All of the above

☐

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

# Hand Washing

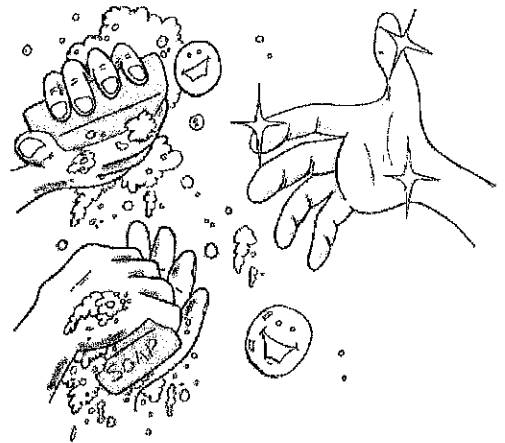
Hands naturally have germs on them. Taking out garbage, eating, using the restroom, and other activities increase the number of germs on hands. To keep these germs from being transferred to food products, it is essential that all food handlers wash their hands often.

## HAND WASH SINKS

Sinks that are designated as hand wash sinks must be used *only* for this purpose. Even if it is inconvenient, hand wash sinks should not be used for dishwashing, food prep, etc.

## SOAP, WATER & PAPER TOWELS

Hand wash sinks must have soap, hot water (reaching at least 100°F) and paper towels at all times. Everyone who uses the sink should replace soap and towels if they run out or report defective plumbing.



## HANDS SHOULD BE WASHED

- ① Immediately before engaging in a food handling task
- ② After touching hair or other body parts
- ③ After using the rest room
- ④ After coughing, sneezing, or using tissue
- ⑤ After eating, drinking or smoking
- ⑥ After handling dirty equipment and utensils
- ⑦ When switching between working with raw and ready-to-eat food
- ⑧ After engaging in any activity that may contaminate the hands



## HOW TO WASH HANDS

- ① Turn on the faucet at the hand wash sink and use hot water.
- ② Remove or unroll a towel from the paper towel dispenser for later use.
- ③ Place hands under the water to wet them.
- ④ Dispense a quarter-sized amount of soap onto your hands.
- ⑤ Rub soapy hands together for 20 seconds. Be sure to wash wrists, exposed forearms and under nails.
- ⑥ Rinse your hands in the hot water.
- ⑦ Use the paper towel to dry your hands.
- ⑧ Use the towel to turn off the water.
- ⑨ Throw the paper towel away.



*Many people believe that wearing gloves eliminates or reduces the need for hand washing. Actually, you must still wash your hands prior to putting on gloves. Also, you should change gloves whenever you do something that requires you to wash your hands (see the list above).*



# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.



The action icon on the previous page indicates a skill that you should learn with your supervisor's help.

CORRECT

1. Which one of these activities would **NOT** require that you wash your hands before handling ready-to-eat food?

☐

- A. Going to the restroom
- B. Cutting up raw chicken

- C. Coughing into your hands
- D. Cutting up lettuce for a salad

2. Which of the following tasks can a hand wash sink be used for?

☐

- A. Washing knives and other small utensils
- B. Washing hands

- C. Filling a cleaning bucket with hot water
- D. All of the above

3. Which of the following items **MUST** be present at a hand wash sink?

☐

- A. Soap
- B. Paper towels

- C. Hot water
- D. All of the above

4. How long should you rub your hands together while cleaning with soapy water?

☐

- A. 5 minutes
- B. 5 seconds

- C. 20 seconds
- D. Until the hot water runs out

5. If you are wearing gloves to prepare food, do you need to wash your hands?

☐

A. Yes

B. No

☐ STANDARD TRAINING ☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

# Food Law

The production, service and distribution of food in the United States is governed by a patchwork of regulations that have been created over the course of the last 100 years to address issues in food safety and sanitation that were quite severe at the beginning of the 1900's.

At the federal level, the two agencies with the most responsibility for food are the USDA (United States Department of Agriculture) and the FDA (Food and Drug Administration). The USDA has responsibility for the processing of meat, poultry and egg products, while FDA has authority over most other food products. Neither federal agency regulated food that is produced in a restaurant or grocery store.

Foods that are produced at the restaurant or retail level are governed by the laws of the states where they are produced. Different states have different laws, and so therefore, what may be an acceptable practice in one part of the country might not be somewhere else.

The FDA (Food and Drug Administration) produces a document that is called the Food Code, which is a model for states to use to create their own food rules or laws. The FDA Food Code is created with input from scientists, regulators, food service operator and consumers. As new information or technology becomes available, the food code is updated.

The FDA encourages state governments to adopt the food code as law. The FDA does not have the authority to make the food code law in all states, but it can work with state officials to help persuade state legislatures to do so. Different states have adopted different versions of the Food Code, which has its origins in the 1970's. States with older versions will have somewhat different laws than states with newer versions. In addition, some states choose to only use certain sections of the food code. Other sections may not be the same from place to place.

In addition to state law, some local jurisdictions may have their own regulations that are different from the state laws.

It may seem as though it is very difficult to find out what the rules are, but if you follow the information contained in these training modules you will be doing just about everything right.

Whatever the specific laws in your area, they will be enforced by your local health inspector. Usually they will work for your county or city board or health or health department. Inspections from these officials are usually allowed whenever your establishment is serving food. The frequency of the inspections depends on the area, but inspections are standard practice if the Health Department receives a complaint about a food product.

The inspector will carefully evaluate the facility, taking temperatures, looking at food handling practices and asking questions.

In some areas, the inspector may give your location a rating such as A, B or C or Pass/Fail or a numerical grade. This rating helps your store evaluate how you are doing and what you can do to improve.

The important thing to remember is your inspector is there to protect you and your customers, and that any advice he or she gives you should be followed carefully to protect the health and safety of your customers.

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. Which of the following agencies regulates a restaurant?

☐

A. USDA

C. None of the above

B. FDA

2. Why is it that some food handling rules are different in different parts of the country?

☐

A. Different areas have different weather and the temperature affects how food can be handled

C. Food rules are not different from one area to another

B. Different states have different laws, which means that some rules may be different

D. None of the above

3. When is an inspector allowed to come into your establishment for an inspection?

☐

A. At any time, 24 hours, 7 days a week.

C. Any time someone is there

B. Whenever the establishment is serving food

4. When is a food inspection most likely to occur?

☐

A. Every three months

C. Every year

B. Every six months

D. After someone complains about food or conditions

5. Why is the inspector there?

☐

A. To help you improve your food safety

C. To find things that are wrong and point them out so that you get a low score.

B. To shut you down

D. All of the above

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

# Food Protection

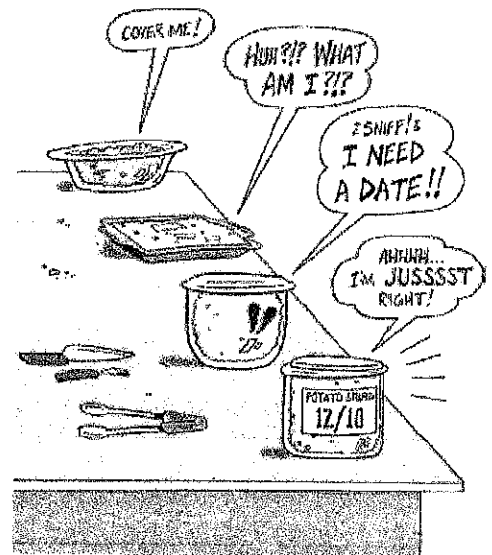
The keys to food storage and protection are simple. Food must be **covered** and **labeled** when in storage and must be protected from potential cross-contamination.

## PREVENTING CROSS-CONTAMINATION

Cross-contamination occurs when germs are transferred from a place where they are expected to be to a place where they are not. For example, if juice from raw chicken is allowed to drip into a prepared salad, the salad has been contaminated and could make someone sick. To prevent this, measures must be taken to prevent cross-contamination. More detailed information on how this can be done is included in Training Module 10, Cross-contamination.

## FOOD PROTECTION

Leaving food uncovered means that the food is vulnerable to any kind of contamination that comes through the air. This may be from someone coughing, flying insects or drips from above. This is why it is essential that food in storage be covered.



Food protection applies to food in dry storage as well as cooler storage. Sealing food in containers in dry storage keeps it safe from pests and contamination. Even the cleanest kitchens are subject to occasional invasion from flies, roaches, ants or other insects. These pests are attracted to exposed food. Sometimes food is left uncovered for a short period of time so that it can cool more quickly. While this is important, it is also important to cover the food once it is cool.

## FOOD LABELING

To ensure safety and quality, it is important that prepared food products are labeled with the preparation date and contents. This is necessary for a number of different reasons.

One reason is because many foods look similar and using labels will prevent serving the wrong food. Serving the wrong food is potentially dangerous because many people have specific food allergies.

A second reason is for quality control. If the same product is made frequently or in large quantity, there could be several different batches of the product in a cooler at any one time. The oldest product should be used first because it will be the first to spoil. The only way to know what product is oldest is to date all products with preparation date.

The final reason is to control storage time. It does no good to identify a shelf life for a product and then have no way to determine how long that product has been held.



*Ninety percent of all food allergies are caused by the following eight foods: peanuts, other nuts, milk, eggs, soy, fish, shellfish and wheat. Reactions to the foods can include hives, diarrhea, vomiting, respiratory disease, suffocation and death. These reactions may occur within minutes of exposure.*

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. Which of the following is key to protecting food in storage? ☐
- A. Covering food  
B. Labeling food  
C. Preventing cross-contamination  
D. All of the above
2. Which of the following is the best description of cross-contamination? ☐
- A. When bacteria are transferred from a place where they are known to be to a place where they are not known to be  
B. When a fly lands on food  
C. When food is left uncovered in storage and someone sneezes in it  
D. When food is left unlabeled and the wrong food is accidentally served
3. Why should food be covered in storage? ☐
- A. To keep it fresh  
B. To make more work for food workers  
C. To prevent airborne contamination from getting in  
D. All of the above
4. Which of the following is a reason to label foods in storage with the preparation date and contents? ☐
- A. To control storage time  
B. To keep from serving the wrong food  
C. For quality control, so that old food is thrown away  
D. All of the above
5. Can an allergic reaction kill someone? ☐
- A. Yes  
B. No

☐ STANDARD TRAINING ☐ PROMPTED BY AUDIT

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I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Germs & Food

Everyone knows that a person can get sick from eating food that is spoiled. To prevent this type of illness, it is important to understand what causes the food to go bad. One of the most common ways that this happens is by uncontrolled growth of germs in the food.

## What are germs?

The word germ is a broad term for a wide variety of disease-causing microorganisms, including bacteria, viruses, parasites and others. The word microorganism is made up of two words. The first is micro, meaning small. The second is organism, meaning a living creature. Therefore germs are small living creatures. Many of them cause disease.

Germs are so small that they cannot be seen without a microscope. Even at this tiny size they can cause a full grown human to get very sick, and even die. This is because they attack us from the inside, and because some types of germs can reproduce incredibly quickly. Under **ideal conditions**, some germs can double in numbers in 15 minutes.

What does this mean? To keep germs from growing in food we must:

- (1) Keep them out of the food whenever possible
- (2) Eliminate them when they are in food (usually by cooking)
- (3) Remove the 'ideal conditions' that promote the rapid growth of the germs

## What are Ideal Conditions?

There are several factors that can affect how germs grow and reproduce. They can be abbreviated with the words FAT TOM.

### F = Food

Like people, germs need food to live. The foods that they like are usually ones that have a lot of protein and a lot of moisture, such as meat products. Even though meats may be their favorite food, they can still live in a lot of other foods.

### A = Acidity

Germs do not like to live in an environment that has too much acid present. One common acid that is often used in cooking is vinegar. Vinegar is used to pickle foods, which preserves them and prevents germs from growing in them.

### T = Time

It takes time for a small number of germs to reach numbers that can cause a problem (see diagram above). If all the other conditions are good, germs can reach dangerous levels in about four hours.

### T = Temperature

The Temperature Danger Zone is from 41°F to 140°F. Within this range of temperatures, germs can grow rapidly in food. To keep food safe, keep cold food at 41°F or below and keep hot food at 140°F or above.

### O = Oxygen

Some germs need oxygen to live, but other germs will grow only if there is no oxygen. Some of the most hazardous bacteria will only grow without oxygen present. This means that foods without oxygen such as canned or vacuum packed foods must be treated very carefully.

### M = Moisture

The last thing that all germs need is water. Foods that do not have a lot of water will not allow bacteria to grow in them. This is why Beef Jerky, which has very little water, can be held at room temperature, even though it is a meat product.

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. How many germs can one germ grow into in a four-hour time period?

☐

A. 8

C. 256

B. 128

D. Over 65,000

2. Which of the following describes the favorite food of germs?

☐

A. Food with a lot of protein, such as meat

C. Food with a lot of salt, such as bacon

B. Food with a lot of sugar, such as hard candy

D. Food with a lot of fat, such as potato chips

3. What is a common acid used to make food safe?

☐

A. Ketchup

C. Baking soda

B. Vinegar

D. Yeast

4. How long does it usually take for germs to grow to a dangerous level in food, if the conditions are good?

☐

A. About 15 minutes

C. About 4 hours

B. About 2 hours

D. About 12 hours

5. Which of the following is NOT a way to keep germs from growing in food and making your customers sick?

☐

A. Keep them out of food whenever possible

C. Remove the 'ideal conditions' that promote their rapid growth

B. Eliminate them when they get into food

D. Let food sit out at room temperature

☐ STANDARD TRAINING☐ PROMPTED BY AUDIT

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Employee Name \_\_\_\_\_

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Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Food Handling

Many good food handling techniques are designed to limit the amount of time that food is allowed to remain in the Temperature Danger Zone (between 41°F and 140°F).

Most potentially hazardous foods are typically stored under refrigeration (below 41°F) and must be cooked to a safe temperature (above 140°F). There is no way to completely avoid the Danger Zone when preparing these foods. It is possible, however, to prepare foods quickly so that they spend the least possible amount of time in the Danger Zone. Foods that are in the Danger Zone for more than four hours must be discarded.

HOT/COLD FOOD + DANGER ZONE + 4 HOURS = TRASH!



The section below gives some hints for ways to handle foods properly to limit time in the Danger Zone. While these hints address some common problems, there are many other ways to deal with this potential food safety hazard.

## GOOD HANDLING METHODS

### 1. Prepare foods in small batches.

Use small batches so that only a workable amount of food is out of the cooler at one time. For example, when preparing several hundred chicken breasts for a dinner, it is better to do the preparations for a small batch at a time rather than the entire amount. If the first dish that is prepared is held at room temperature until the last dish is prepared, the time that the first dish spends in the Danger Zone is unnecessarily long.

### 2. Stay on task.

Try not to get distracted. In a busy kitchen, food is often left unattended at room temperature for long periods of time because a crisis situation arises or because another task is perceived as more important. No task is more important than food safety. If another task arises while you are preparing a potentially hazardous food, take the time to put the food in the cooler before moving on to that other task.

### 3. Stay focused on the food.

Try to perform one task at a time. Trying to do several things at once will extend the amount of time spent on each specific task. Remember that your goal is always to limit the amount of time that potentially hazardous food spends in the Temperature Danger Zone.



Almost everyone carries *Staphylococcus aureus* (or Staph) bacteria on their skin. They are readily transferred from skin to food. These bacteria do not cause illness by invading your body. Instead, they produce a toxin on food as they grow. The more time that they have to grow, the more toxin they produce. Cooking food to the proper temperature does not eliminate this toxin. This is one reason why even foods that are thoroughly cooked may cause foodborne sickness. The main ways to prevent this sickness are by washing hands, by handling food as little as possible, and by limiting the amount of time food spends in the Danger Zone.

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# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. What is the Temperature Danger Zone?

A. Between 51°F and 140°F

B. Between 40°F and 141°F

C. Between 41°F and 140°F

D. None of the above

2. If food spends more than 4 hours in that Danger Zone, what should you do with it?

A. Put it in the refrigerator

B. Throw it away

C. Serve it immediately

D. None of the above

3. If another task comes up while you are preparing food, what should you do?

A. Refuse to do anything but the task at hand

B. Throw away the food that you were preparing

C. Try to do both tasks at the same time

D. Put the food that you are preparing in the cooler

4. What is your most important priority in this job?

A. Serving beautiful food

B. Serving healthy food

C. Serving safe food

5. Which of the following is a way to prevent people from getting sick from Staph?

A. By washing hands

B. By handling food as little as possible

C. By keeping food out of the Temperature Danger Zone

D. All of the above

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

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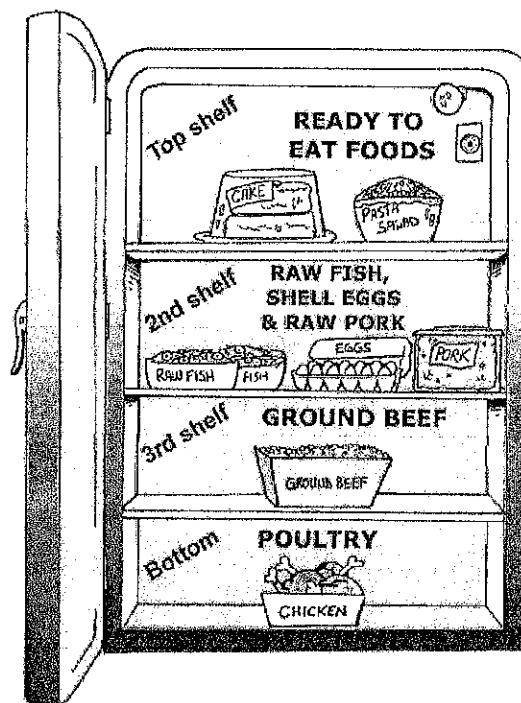
# Cross-Contamination

Cross-contamination occurs when germs are transferred from a place where they are expected to be to a place where they are not. For example, if juice from raw beef is allowed to drip into a prepared salad, the salad has been contaminated. Cross-contamination is dangerous because if unexpected bacteria are introduced into a food product, measures will not be taken to prevent their survival and ingestion. In the example above, the raw beef will be cooked to kill the bacteria but the salad will not. Therefore, the unexpected contamination of the salad can make someone sick.

## HOW CROSS-CONTAMINATION OCCURS

Other methods by which cross-contamination can occur are less obvious. They include the following:

1. using the same cutting boards, utensils and work surfaces for both raw and cooked foods;
2. storing raw food, especially meats, above ready-to-eat foods in coolers, refrigerators or other types of cold holding units. Raw meats may drip into other foods and contaminate them;
3. forgetting to wash hands between touching raw and ready-to-eat foods;
4. using the same cloth or sponge to clean work surfaces used with raw and ready-to-eat food;
5. failing to clean and sanitize between handling different species of meat (different meats have different bacteria and are cooked to different temperatures).



## STEPS TO PREVENTING CROSS-CONTAMINATION

- Clean and sanitize all food contact surfaces and items:
  1. when switching between different species of meat (beef to poultry, etc.);
  2. when switching from raw to ready-to-eat foods;
  3. after four hours of continuous use;
  4. after the final use of the day.
- Wash hands after preparing raw foods.
- Dispose of or clean and sanitize cloths that touch raw food, equipment, work surfaces or utensils.
- Store raw meats below other foods in coolers, refrigerators and other storage units.
- Separate different species of raw meat by cooking temperature (see illustration). Poultry products should always be stored beneath all other meats, while fish, eggs and pork should be stored above other raw meats. Ground beef should be stored between these two.



*Shell eggs have many of the same bacteria that chicken does and should be treated as though they are a raw meat. Store them below ready-to-eat foods but above ground beef and poultry.*

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. Which of the following is the best description of cross-contamination? ☐
- A. When food is left uncovered in storage and someone sneezes in it
  - B. When food comes into an establishment with germs on it
  - C. When germs are transferred from a place where they are known to be to a place where they are not known to be
  - D. When food is left unlabeled and the wrong food is accidentally served
2. If you cut up raw beef for steaks and do not wash your hands before you cut up bread for a customer, can this result in cross-contamination? ☐
- A. Yes
  - B. No
3. Which of the following could cause cross-contamination? ☐
- A. Hands that are not washed
  - B. Wiping cloths that are used to wipe up raw spills and ready-to-eat spills
  - C. Raw meat dripping in a cooler
  - D. All of the above
4. Which type of food should always be stored on the bottom shelf of a refrigerator? ☐
- A. Poultry
  - B. Beef
  - C. Fish
  - D. Pork
5. Should raw eggs be stored above ready-to-eat foods? ☐
- A. No
  - B. Yes

☐ STANDARD TRAINING☐ PROMPTED BY AUDIT

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I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Types of Germs

There are thousands of different types of microorganisms in the world. Only a small number of these can make people sick. Of these, only a handful can make people sick through food. Any kind of illness that comes from eating contaminated food is called a food-borne illness.

## How do germs get into food?

Most food goes a long way to get to your kitchen. Germs can get into food at any point along this pathway. For instance, produce may be contaminated in the field where it is grown by irrigation water, animals and insects in the fields, or by the hands of the people harvesting and transporting it. Raw meat, on the other hand, naturally contains germs. Some of these germs may cause illness. Meat must be cooked to eliminate this natural contamination.

In your kitchen there are a number of ways germs can get into food. If produce is allowed to touch a meat product, the natural contamination from the meat can get onto the produce. Dirty equipment and utensils can cause contamination too. Finally, the people who work with the food can cause contamination, especially by failing to wash their hands.

**What germs can cause food-borne illness?** There are a few germs that commonly cause illness through food. The important ones come from two main groups, bacteria and viruses.

**How do the germs make people sick?** There are some germs that produce toxic chemicals as a by-product of their normal life cycle. When these germs live in food, the toxic chemical (toxin) is released into the food. This means that even if the food is cooked and the germs are gone, the toxin may still be present and make people get sick. This is known as bacterial intoxication.

The other way germs can make people sick is through bacterial infection. In this situation, a person eats food that is infected with living germs. The germs get into the digestive tract of the person and can cause the person to become ill.

**Viruses in food:** Foodborne illness causing viruses are very tiny and usually cannot live long outside a human body. They often get into food from people who are sick. If a food worker who is sick with a virus does not wash his hands after using the restroom, sneezes or coughs onto the food, the food becomes contaminated. While the viruses will not grow in the food, just a small number of viruses on the food can make a person sick.

## Specific Viruses

### Norovirus

One of the most common causes of foodborne illness is 'Norovirus' or 'Norwalk-like' virus. It gets into food just as described above. Norovirus causes people to feel very sick, including symptoms such as vomiting, diarrhea, nausea and headaches. Few people actually die of Norovirus.

### Hepatitis A

Hepatitis A is usually caused by infected food workers who do not wash their hands after using the restroom. Hepatitis A is usually a mild illness with by sudden onset of fever, nausea, and abdominal discomfort, followed in several days by jaundice (yellow skin). Often people are infected and do not know it, because it takes time for the virus to make them feel sick. Recovery from Hepatitis A usually takes 1-2 weeks, but it can take months. Deaths from Hepatitis A are rare.

**Bacteria in food:** Bacteria can come from a wide variety of sources. They may naturally be present on the food, they may be transferred in the environment, or they may be transferred by people or through poor storage practices.

## Specific Bacteria

### *Campylobacter jejuni*

One of the most common causes of foodborne illness is *Campylobacter jejuni*. It is estimated to cause between 2 to 4 million cases of diarrhea every year in North America. It is often found on raw chicken or in raw milk. The symptoms are those typical for foodborne illness, including diarrhea, fever, abdominal pain, nausea, headache and muscle pain.

### *Salmonella*

There are lots of different types of *Salmonella* and many of them can make people sick. One type can cause fever of over 104°F, which can be fatal in about 10% of cases. Other types of *Salmonella* can also make people sick, but few are as deadly. *Salmonella* is often associated with poultry and pork, and can easily be spread by cross contamination. The symptoms are similar to those for *Campylobacter jejuni*, as well as vomiting.

### *E. coli*

Just like *Salmonella*, there are also a lot of different types of *E. coli*. The one most commonly heard about is *E. coli* O157:H7, which can cause kidney failure and death, especially in children. Undercooked hamburgers and contaminated water are the most common sources of this type of *E. coli* infection. The initial symptoms of this illness include severe cramping and watery or potentially bloody diarrhea. There is usually no fever or only a slight fever present.

### *Listeria monocytogenes*

*Listeria* is unique because it can grow in cold conditions. This means that if it gets onto product it will continue to grow in a refrigerator, even though it is no longer in the Temperature Danger Zone. *Listeria* is usually found in cheeses made from unpasteurized milk, but it can also be found on the inside surfaces of refrigerators, which is one reason it is always a good idea to cover and protect food. In some cases, *Listeria* can cause a disease called 'listeric meningitis' which is fatal in as many as 70% of the people who become infected. Typically people who are ill with *Listeria* experience flu-like symptoms followed by nausea, vomiting or diarrhea.

### *Staphylococcus aureus*

This type of bacteria is present just about everywhere, including on humans. About 50% of all people carry this germ in their nose or on their skin. In food, this germ can produce a chemical that is poisonous to humans, which is called a toxin. When a person eats food containing the toxin, they will rapidly become ill. Typically, this germ gets into food from the hands of a food worker.

The body responds rapidly to rid itself of this toxin. The most common symptoms are nausea, vomiting, retching, and abdominal cramping. Typically recovery takes two to three days.

# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. All microorganisms cause illness in humans.

☐

A. True

B. False

2. Which of the following is NOT a way that germs can get into food?

☐

A. Contaminated irrigation water gets onto the food

C. Contamination may naturally be present on the food

B. People harvesting the food touch it with dirty hands

D. All of the above

3. Which virus may a food worker be infected with for weeks without knowing it?

☐

A. Norovirus

C. *Listeria*

B. Hepatitis A

D. *E. Coli*

4. What germ can grow in a refrigerator?

☐

A. *Salmonella*

C. *Campylobacter jejuni*

B. *E. coli*

D. *Listeria monocytogenes*

5. What germ is usually carried by 50% of all people in their nose or on their skin?

☐

A. Norovirus

C. *Salmonella*

B. *Staphylococcus aureus*

D. *Campylobacter jejuni*

☐ STANDARD TRAINING

☐ PROMPTED BY AUDIT

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I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

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Supervisor Name

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Date

# Food Allergies & Sensitivities

As many as seven million North Americans suffer from allergic reactions to foods. In most cases, they result from 8 specific foods. The only prevention for food allergies is to totally avoid the food item. More than half of all allergic reactions occur while dining away from home.

## WHAT ARE FOOD ALLERGIES?

A food allergy is a reaction to a food or food component, which involves the body's immune system. Example: an allergy to peanuts. An allergy is a much more serious event than food intolerance (for example: the inability to digest lactose, milk sugar, called lactose intolerance). Food intolerances may cause discomfort, but food allergies can be life threatening. In some instances allergies can be so severe that even trace amounts of the food can cause a dangerous reaction.

## WHAT ARE THE MOST COMMON FOODS PEOPLE ARE ALLERGIC TO?

- |              |   |
|--------------|---|
| 1. Fish      | 5. Soy  |
| 2. Shellfish | 6. Wheat  |
| 3. Milk      | 7. Peanuts                                      |
| 4. Eggs      | 8. Tree Nuts such as walnuts, almonds or pecans |

## WHAT ARE THE SYMPTOMS OF A FOOD ALLERGY REACTION?

- Swelling of the lips, tongue or throat
- Stomach cramps, vomiting and diarrhea
- Skin hives, rashes or eczema
- Wheezing or breathing problems
- Drop in blood pressure and/or fainting
- Anaphylaxis – sudden, severe, potentially fatal, allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system)..

## WHEN DO THE SYMPTOMS OCCUR?

The allergy symptoms can occur immediately following eating of the food or several hours later, so quick response is needed. Managers and employees should be trained in what to do should an emergency related to an allergy occur.

## HOW CAN YOU HELP TO PROTECT YOUR CUSTOMERS?

It is critical to protect customers with food allergies:

1. Provide accurate information on food ingredients and procedures used in preparing the item.
  - a. Never make-up or provide false information on ingredients or processing steps to an allergic customer. It could result in their death.
  - b. Ingredient labels should be available for all foods served in the food service operation.
  - c. If you are unable to find an ingredient label or are unsure of the ingredients listed on the label, tell the customer so. It is better to lose one sale, than a life!
2. Prevent cross-contamination of non-allergic foods and utensils with highly allergic food items.
  - a. Follow all procedures to clean and sanitize food contact surfaces between each use.
  - b. Wash hands thoroughly between each task, especially when handling highly allergic food items. If wearing gloves, discard gloves after each task, and wash hands thoroughly before replacing the gloves.
  - c. Store highly allergic food ingredients and product containing those ingredients in separate, sealed containers away from non-allergic foods.

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# Test

Use the information from the front of this module to complete this test. Please circle the correct answer to each question. Feel free to go back to the front page if you need help answering a question.

CORRECT

1. Which of the following foods is usually NOT the cause of an allergic reaction?

☐

- A. Peanut butter
- B. Shrimp

- C. Egg custard
- D. Lettuce

2. Which activity may cause cross-contamination of an allergic food onto other foods?

☐

- A. Using the same mixing bowl to make peanut butter cookies and then to make sugar cookies without washing and sanitizing in between
- B. Cleaning and sanitizing cookie sheets between making peanut butter cookies and making sugar cookies
- C. Washing hands thoroughly and replacing gloves between making peanut butter cookies and making sugar cookies
- D. Storing peanut butter cookies in a separate container away from sugar cookies.

3. When a customer says they are allergic to a specific food item, you should:

☐

- A. Notify your manager.
- B. Assist the manager in finding accurate ingredient information to provide the customer.
- C. If unable to find accurate information or if you are uncertain, tell the customer that you are unsure.
- D. All of the above.

4. Symptoms of an allergic reaction to food could be:

☐

- A. Swelling of the lips or tongue
- B. Skin rash or hives
- C. Difficulty breathing or fainting
- D. all of the above

5. The only treatment for a food allergy is to totally avoid the food item.

☐

- A. True
- B. False

☐ STANDARD TRAINING ☐ PROMPTED BY AUDIT

TEST MUST BE REPEATED UNTIL ALL ITEMS ARE CORRECT.

I have read and understand this training module and will apply the principles described to the best of my ability.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date





## Order No : PO367530 -Revolution Foods, July-September Funding

Issued on Tue, 19 Jul, 2011

**Supplier:**

REVOLUTION FOODS

8383 Capwell Dr

Oakland, CA 94621

Phone: 202.258.8081

Fax:

Contact: ERIKA WATSON

**Ship To:**

Food Services Division

3535 V Street NE 1st Floor

Washington, DC 20018

United States

Phone: 1(202) 576-7400

**Deliver To:**

Reichel, Paula

**Bill To:**

Office of Accounts Payable

1200 First Street NE, 11th Floor

Washington, DC 20002

United States

Phone: 1202/442-5300

| Item | Description                                      | Part Number | Unit | Qty        | Need By           | Unit Price | Extended Amount |
|------|--|-------------|------|------------|-------------------|------------|-----------------|
| 1    | The DCPS Office of Contracts and Acquisitions... |             | each | 255,284.02 | Fri, 20 May, 2011 | \$1.00USD  | \$255,284.02USD |

The DCPS Office of Contracts and Acquisitions on behalf of Office of Food and Nutrition Services (OFNS) awarded Letter Contract GAGA-2010-C-0142 to Revolution Foods, Inc. to provide Portable Meal Services for reimbursable breakfast, lunch, and supper meals to seven (7) schools in Washington, DC. The seven (7) schools are listed as follows: Amidon ES, Hearst ES, Anacostia SHS, Eastern SHS, Johnson MS, Peabody ES, and Wilson SHS. The contractor shall provide the required goods and/or services to DCPS in accordance the Letter Contract and all attachments. The Letter Contract will merge with the Definitive Contract. Pending Approval of the Definitive Contract by Distriet of Columbla City Council not more than 50% of the total value may be paid against the total contract in accordance with 27 DCMR § 2425.9.

If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of

Contract Number: GAGA-2010-C-0142

Bill To Contact: Accounts Payable

Requester: Reichel, Paula

Form:

Delivery Date: Fri, 20 May, 2011

PR No.: RQ736181

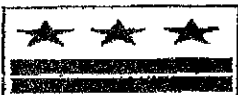
|              |                        |
|--------------|------------------------|
| <b>Total</b> | <b>\$255,284.02USD</b> |
|--------------|------------------------|

## Comments

- COMMENT by Rachel, Paula on Friday, May 20, 2011 at 11:54 AM (1 document attached)  
Statement of work for performance period is attached. (Rachel, Paula, Fri, 20 May, 2011)
- APPROVED by Campbell, Lisa on Tuesday, July 19, 2011 at 7:06 PM with comment  
All appropriate documents have been received and Council Approval was received for option year one as of June 29, 2011. Making recommendation for approval by the Contracting Officer. (Campbell, Lisa, Tue, 19 Jul, 2011)
- APPROVED by Campbell, Lisa on Tuesday, July 19, 2011 at 7:30 PM with comment  
This requisition represents the fy 11 portion of option year one funding. The total contract value for Option year one is \$1,225,383.33 - fy 11 funding \$255,284.02 which leaves a balance of \$970,079.31 for the balance option year one and fy 12. (Campbell, Lisa, Tue, 19 Jul, 2011)
- APPROVED by Bazemore, Glorious on Tuesday, July 19, 2011 at 7:43 PM with comment  
Approved per City Council Approval. (Bazemore, Glorious, Tue, 19 Jul, 2011)
- COMMENT by aribasystem on Tuesday, July 19, 2011 at 7:44 PM  
FOB is Destination unless specified otherwise (aribasystem, Tue, 19 Jul, 2011)
- COMMENT by aribasystem on Tuesday, July 19, 2011 at 7:44 PM  
\*\*\*\*\*GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV\*\*\*\*\* (aribasystem, Tue, 19 Jul, 2011)
- COMMENT by aribasystem on Tuesday, July 19, 2011 at 7:44 PM  
ALL INVOICES SHALL BE SUBMITTED TO THE 'BILL TO' ADDRESS INDICATED ON THIS PURCHASE ORDER. INVOICES SHALL INCLUDE THE PURCHASE ORDER NUMBER, CONTRACT NUMBER (IF APPLICABLE), CONTRACTOR'S NAME AND ADDRESS, INVOICE DATE, QUANTITY AND DESCRIPTION OF GOOD(S) OR SERVICE(S) FOR WHICH PAYMENT IS BEING REQUESTED, REMITTANCE ADDRESS, AND CONTACT PERSON NAME AND PHONE NUMBER IF THERE IS A PROBLEM WITH THE INVOICE. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Tue, 19 Jul, 2011)

06023

DC023



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BILATERAL MODIFICATION

Page No. 1 of 1 Page(s)

|                                     |                                    |   |  |
|-------------------------------------|------------------------------------|---|--|
| 1. CONTRACT NO:<br>GAGA-2010-C-0142 | 2. CONTRACT DATE:<br>July 21, 2010 | 3. MODIFICATION NO:<br><del>02 03</del><br>02 7/19/11 | 4. MODIFICATION DATE:<br>July 15, 2011 |
|-------------------------------------|------------------------------------|---|--|

5. CAPTION: Food Services Pilot Program for Portable Meals

6. ISSUED TO: (Contractor)

Revolution Foods, Inc.  
800 Crain Highway  
North Glen Burnie, MD  
Tele: (510) 596-9024

7. ISSUING OFFICE:

DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS)  
Office of Contracts and Acquisitions  
1200 First Street, NE, 11<sup>th</sup> Floor  
Washington, DC 20002-4232  
Tele: (202) 442-5111  
Fax: (202) 442-5093

8. PROGRAM OFFICE: District of Columbia Public Schools (DCPS), Office of Food and Nutrition Services (OFNS)

Pursuant to Section 15 of the Government of the District of Columbia Standard Contract Provisions for use with District of Columbia Government Supplies and Services contracts dated March 2007, and 27 DCMR, Section 3601.2 the contract is hereby modified as follows:

- Section C.4.5 Exhibit 5 -- Targeted Locations and Participation and Section C.4.11 Exhibit 11 Targeted Participation show the Pilot Schools as: (1) Eastern High School, (2) Johnson Middle School, and (3) Wilson High School and replacing with: (1) Payne Elementary School, (2) Powell Elementary School, and (3) Tyler Elementary.
- This modification is an Administrative change ONLY to the Base Year Contract Period of July 21, 2010 through July 20, 2011 as the estimated quantities and contract value have not been exhausted as shown in Statement of Work (Attachment A).

3. RECAP OF FUNDS:

| <u>Funding Period</u>         | <u>Purchase Order No(s)</u>                | <u>Actual Disbursement</u> |
|-------------------------------|--|----------------------------|
| Base Year 07/21/10 - 07/20/11 | PO338736, PO357180, PO353722 & PO357180-V2 | \$1,183,806.40             |

ALL OTHER CONTRACT TERMS AND CONDITIONS REMAIN UNCHANGED

10. AMOUNT OF MODIFICATION: \$0.00 CURRENT VALUE OF CONTRACT: \$1,218,617.40  
CURRENT COMPLETION DATE: July 20, 2011

11. CONTRACTOR

By: [Signature] Name: ERIN LEWELLEN Date: 07/19/11  
Signature of Authorized Representative Title: VP SCHOOL PARTNERSHIPS

12. ACCEPTANCE BY THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

[Signature] Name: [Blank] Date: 7/19/11  
Signature Title: Contracting Officer

Case File  
DC023

Contractor

PSD

Using Agency

3/97

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

|  |  |
|--|--|
| Name<br><b>Revolution Foods</b>  |  |
| Business name, if different from above   |  |
| Check appropriate box: <input type="checkbox"/> Individual/<br>Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ | <input type="checkbox"/> Exempt from backup<br>withholding |
| Address (number, street, and apt. or suite no.)<br><b>800 Crain Highway N.</b>   | Requester's name and address (optional)                    |
| City, state, and ZIP code<br><b>Glen Burnie, MD 21061</b>  |  |
| List account number(s) here (optional)   |  |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

|                                |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|
| Social security number         |   |   |   |   |   |   |   |   |
|                                |   |   |   |   |   |   |   |   |
| or                             |   |   |   |   |   |   |   |   |
| Employer identification number |   |   |   |   |   |   |   |   |
| 1                              | 4 | 1 | 9 | 5 | 5 | 8 | 4 | 6 |

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

7/12/2010

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

PRINCE GEORGE'S COUNTY

Department of Environmental Resources  
Permits and Review Division

**CERTIFICATE OF OCCUPANCY**

EFFECTIVE DATE: October 12, 2010

CASE NUMBER :

3360-2010-00

PERMISSION IS HEREBY GRANTED TO OCCUPY :

**6219 COLUMBIA PARK RD #6219-6223 LANDOVER, MD 20785**

CASETYPE : CUW (COMMERCIAL

OWNERSHIP :

PARKING SPACES :

0

USE GROUP :

SPECIAL EXCEPTION :

CONST. TYPE :

LOT :

2

TAX MAP :

059

BLOCK

ZONE :

11

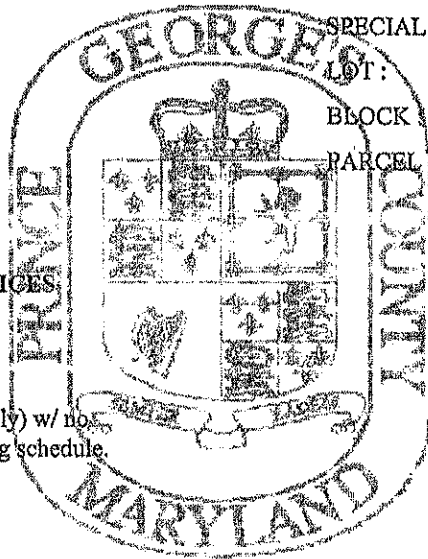
PARCEL

USE (MNCPPC ZONING) :

CATERING, FOOD/DRINK SERVICES

LIMITATIONS (UP TO) :

O.k. for catering (food preparation only) w/ no  
banquet facilities. See updated parking schedule.



**PROPERTY OWNER**

Columbia Lincoln Industrial Prop LLC  
231 E Baltimore ST  
Baltimore, MD 21202

#

**OCCUPANT**

Revolution Foods  
6219 COLUMBIA PARK RD  
LANDOVER, MD 20785  
TRADE NAME :

6219-6223

CERTIFICATE IS TO BE CONSPICUOUSLY DISPLAYED AND NOT REMOVED FROM THE PREMISE FOR WHICH IT WAS ISSUED.  
IT IS NOT TRANSFERABLE.

BUILDING CODE OFFICIAL

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

GOVERNMENT  
OF THE

DISTRICT OF COLUMBIA  
Vincent C. Gray, Mayor

Department of Consumer and Regulatory Affairs

Business License Division  
1100 4th Street S.W.  
Washington DC 20024

Date Issued: 6/29/2011  
Category: 9303  
License#: 930311000078  
License Period: 6/1/2011 - 5/31/2013

**BASIC BUSINESS LICENSE**

Billing Name and Address:  
REVOLUTION FOODS INC  
ACCOUNTING

Premise/Application's Name and Address:  
REVOLUTION FOODS INC

Registered Agent's Name and Address:  
INCORPORATING SERVICES LTD

8383 CAPEWELL DRIVE  
OAKLAND, CA 94621

6219 COLUMBIA PARK RD  
CHEVERLY, MD 20785

1100 H STREET NW #B40  
WASHINGTON DC 20005

Owner's Name

Corp. Name REVOLUTION FOODS INC

Trade Name

|            |         |          |       |      |  |
|------------|---------|----------|-------|------|--|
| CofO/HOP#: | SSL: NA | Zone:    | Ward: | ANC: |  |
|            |         | UNITS: 0 |       |      |  |

Public Health: Retail Food Establishment - Caterers

-- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES --

*Nicholas A. Majett*

Director:

Nicholas A. Majett

\*License Effective from the later of Issued or Start of License-Period Date



MARYLAND DHMH OFFICE OF FOOD PROTECTION AND CONSUMER HEALTH SERVICES  
6 SAINT PAUL STREET • SUITE 1301 • BALTIMORE, MARYLAND 21202

FOOD PROCESSING PLANT INSPECTION REPORT

|  |  |
|--|--|
| ESTABLISHMENT NAME<br><u>Revolution Foods</u>    | DATE INSPECTED<br><u>04/10/2011</u>        |
| STREET ADDRESS<br><u>6214 Columbia Park Road</u> | TYPE OF ESTABLISHMENT<br><u>PROCESSING</u> |
| CITY AND STATE<br><u>LANDOVER MD 20785</u>       | LICENSE NUMBER                             |
| NAME OF OWNER                                    | PHONE NUMBER                               |

ITEM NO. LIST OF VIOLATIONS AND OBSERVATIONS CORRECT BY

|   |  |  |
|---|--|--|
| 1 | <u>CULINARY KITCHEN</u>  |  |
| ✓ | 1. Restore <del>gag</del> <u>gag</u> catchments at hood.<br>2. Elevate the bottom shelves of table at least six inches, 18 inches if storing open food or utensils, otherwise raise bottom shelves 6 inches and turn large bin used for food storage with openings up.<br>NOTE: Operator has been directed to check with the producer of frozen cooked chicken the reason why this cryo-cooked product is frozen. That is is it for control of post cooking contamination. |  |
|   | <u>DISHWASHING</u>   |  |
|   | 3. Provide sanitizer test strips.<br>4. Store clean utensils in clean and sanitary storage - clean rack guides   |  |
|   | <u>WAREHOUSE - HALLWAY</u>   |  |
| ✓ | 5. Keep open single-service materials in closed boxes or bags.<br><u>COLD PREP</u><br>6. Re-locate open boxes of single-service items at least 18 inches away from the hand sink.<br>7. Elevate all table bottom shelving at least 6 inches from the floor to allow cleaning underneath.<br>8. Provide sanitizer test strips for testing strength of sanitizer buckets   |  |

RECEIVED BY

SPECTED BY

INSPECTING AGENCY

MARYLAND DHMH OFFICE OF FOOD PROTECTION AND CONSUMER HEALTH SERVICES  
6 SAINT PAUL STREET • SUITE 1301 • BALTIMORE, MARYLAND 21202

**FOOD PROCESSING PLANT INSPECTION REPORT**

|  |          |                                  |
|--|----------|----------------------------------|
| ESTABLISHMENT NAME <u>Revolution Foods</u> |          | DATE INSPECTED <u>04/19/2011</u> |
| STREET ADDRESS                             |          | TYPE OF ESTABLISHMENT            |
| CITY AND STATE                             | ZIP CODE | LICENSE NUMBER                   |
| NAME OF OWNER                              |          | PHONE NUMBER                     |

| ITEM NO.  | LIST OF VIOLATIONS AND OBSERVATIONS  | CORRECT BY |
|---|--|------------|
| ✓   | <u>WAREHOUSE HALLWAY</u><br>9. Do not store open boxes in warehouse area.  |            |
|   | <u>WAREHOUSE (continued)</u><br>10. Clean on pallets, pallet racks, and on floor to remove fallen food and single service items.<br>11. Include labels on packaged products from factory for sale as to source and identity. Please indicate your facility and address and contact information, or package for Revolution Foods by the company that packs the product. |            |
|   | <u>ADDITIONAL STORAGE:</u><br>12. Repair wall damage near fire exit.   |            |
|   | <u>CLASSROOM</u><br>13. Sink is properly plumbed and sink with hot and cold water within 25 linear feet and in direct line of sight for this area when used to handle food. (Auction classes) A portable hand sink may be allowed - contact Jeff Lewis @ 301.769.7693 to obtain more information.  |            |
| Correct all the above prior to any next inspection -<br>are scheduled at this time. |  |            |

RECEIVED BY

SPECTED BY

INSPECTING AGENCY

# PRINCE GEORGE'S COUNTY HEALTH DEPARTMENT

Payment Date: June 28, 2011

Payment ID: 821295

Page 1 of 1

| Number        | Fee Type | Fee                                      | Health Code | Total Fee | Fee Status |
|---------------|----------|--|-------------|-----------|------------|
| 19093-2011-00 | LICENSE  | WAREHOUSE/PROCESSING PLANT FOOD FACILITY | 203         | \$325.00  | PAID       |

Total Fees:

\$325.00

| Cash                   | Check                       |
|------------------------|-----------------------------|
| <u>Amount Tendered</u> | <u>Amount</u> <u>Number</u> |
| \$ 0.00                | \$325.00 2224450            |

| Amount Due | Amount Paid | Balance | Balance Type |
|------------|-------------|---------|--------------|
| \$ 325.00  | \$ 325.00   | \$ 0.00 | Exact        |

Issued by: PAJONES

Maryland State Department of Health and Mental Hygiene  
Prince George's County Health Department

# PERMIT

## To Operate a Food Processing Plant

*This Permit Has Been Granted to:*

KRISTIN RICHMOND  
REVOLUTION FOODS INC  
6219 COLUMBIA PARK RD  
LANDOVER, MD 20785



*To operate a Food Service Facility Trading as*

**REVOLUTION FOODS**

PRINCE GEORGE'S COUNTY FOOD FACILITY ID NUMBER: 14275  
6219 COLUMBIA PARK RD  
LANDOVER, MD 20785

THIS PERMIT IS GRANTED PURSUANT TO CODE OF MARYLAND REGULATION 10.15.04 AND/OR  
SUBTITLE 12 OF THE PRINCE GEORGE'S COUNTY CODE AND IS SUBJECT TO ANY AND ALL  
STATUTORY PROVISIONS INCLUDING ALL APPLICABLE RULES AND REGULATIONS PROMULGATED  
THEREUNDER.

Expiration Date

**June 30, 2012**

Permit Number

**19093-2011-00**

**Joshua M. Sharfstein, M.D.**

*Secretary of Health and Mental Hygiene*

*Prince George's County Health Officer*

NOT TRANSFERABLE - POST IN A CONSPICUOUS PLACE  
DHMH - 300 - 20 (Revised)

PGCHD EH (7/05)



Decide with Confidence

## Company Reports

My Report Archive

☒ E-mail Report☐ Print Report

## Comprehensive Report: Revolution Foods, Inc.

Enhanced Format: View this report with charts and graphs for quicker decision making.**NEW!** Now Included in this Report

**Payment Trends Profile**  
Payment trends and industry  
benchmarks

[Learn More](#)

**D&B's Credit Limit Recommendation**  
How much credit should you extend?

[Learn More](#)[View Now](#)[View Now](#)

COPYRIGHT 2010 DUN & BRADSTREET INC. - PROVIDED UNDER CONTRACT  
FOR THE EXCLUSIVE USE OF SUBSCRIBER 264-764073.

ATTN: dcps

## COMPREHENSIVE REPORT

DUNS: 78-626-7182  
REVOLUTION FOODS, INC.

8383 CAPWELL DR  
AND BRANCH(ES) OR DIVISION(S)  
OAKLAND CA 94621  
TEL: 510 569-2672

FINANCIAL STRESS CLASS: 3  
CREDIT SCORE CLASS: 3

## KEY

| LOWEST RISK |   |   | HIGHEST RISK |   |
|-------------|---|---|--------------|---|
| 1           | 2 | 3 | 4            | 5 |

SIC: 58 12  
LINE OF BUSINESS: EATING PLACE  
YEAR STARTED: 2006  
CONTROL DATE: 2006

DATE PRINTED: JUL 19 2010

CHIEF EXECUTIVE: KRISTIN RICHMOND, PRES

## EXECUTIVE SUMMARY

- The Financial Stress Class of 3 for this company shows that firms with this classification had a failure rate of .24% (24 per 10,000), which is lower than the average of businesses in D&B's database.
- The Credit Score Class of 3 for this company shows that 14.3% of firms with this classification paid one or more bills severely delinquent, which is lower than the average of businesses in D&B's database.
- Subject company pays its bills within terms.
- Subject company's industry pays its bills an average 3 days beyond terms.
- Subject company pays its bills more promptly than the average for its industry.
- UCC filing(s) are reported for this business.
- Financing is secured.
- Under present management control 4 years.
- No record of open Suit(s), Lien(s), or Judgment(s) in the D&B database.
- History is clear.

## CREDIT CAPACITY SUMMARY

|                  |               |                                  |
|------------------|---------------|----------------------------------|
| D&B Rating:      | 2R3           | Payment Activity                 |
|                  | (formerly --) | (based on 36 experiences):       |
| # of Employees   |               | Average High Credit: \$11,956    |
| Total:           | 2             | Highest Credit: \$100,000        |
|                  |               | Total Highest Credits: \$301,800 |
| Worth:           | -             |                                  |
| Working Capital: | -             |                                  |

## FINANCIAL STRESS SUMMARY

The Financial Stress Model predicts the likelihood of business failure which includes ceasing business without paying all creditors in full, reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&B's extensive data files.

|   |                       |
|---|-----------------------|
| Financial Stress Class:                                     | 3                     |
| (Highest Risk: 5; Lowest Risk: 1)                           |                       |
| Probability of Failure Among<br>Businesses with this Class: | 0.24% (24 per 10,000) |
| Financial Stress National Percentile:                       | 61                    |
| (Highest Risk: 1; Lowest Risk: 100)                         |                       |
| Financial Stress Score:                                     | 1498                  |
| (Highest Risk: 1,001; Lowest Risk: 1,875)                   |                       |
| Probability of Failure :                                    | 0.48% (48 per 10,000) |
| - Average of businesses in D&B's database                   |                       |

The Financial Stress Score of this business is based on the following factors:

- Limited time under present management control.
- UCC Filings reported.

## Notes:

- The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.
- The Probability of failure shows percentage of firms in a given percentile that discontinue operations with loss to creditors. The average probability of failure is based on businesses in D&B's database and is provided for comparative purposes.
- The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&B's file.
- The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

## FINANCIAL STRESS NORMS

Norms for Companies in the Same ...

National  
Percentile

## NOTE:

D&B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance.

To help you in this instance, ratios for other firms in the same industry are provided below to support your analysis of this business.

(Industry Norms Based on 32 Establishments)

|                   | Profitability   |                     | Short-Term Solvency |             | Efficiency (%) |                           | Utilization (%)       |
|-------------------|-----------------|---------------------|---------------------|-------------|----------------|---------------------------|-----------------------|
|                   | Return on Sales | Return on Net Worth | Curr Ratio          | Quick Ratio | Assets/Sales   | Sales/Net working Capital | Total Liabs/Net Worth |
| Firm              | UN              | UN                  | UN                  | UN          | UN             | UN                        | UN                    |
| Industry Median   | 1.2             | 9.4                 | 1.3                 | 0.7         | 49.8           | 11.1                      | 72.6                  |
| Industry Quartile | UN              | UN                  | UN                  | UN          | UN             | UN                        | UN                    |

UN = Unavailable


## FINANCIAL INFORMATION

04/16/10 On April 16, 2010, attempts to contact the management of this business have been unsuccessful. Outside sources confirmed name and location.

## CUSTOMER SERVICE

If you need any additional information, or have any questions regarding this report, please call our Customer Service Center at (800) 234-3867 from anywhere within the U.S. From outside the U.S., please call your local D&B office.

## END OF COMPREHENSIVE REPORT

 Be alerted of significant changes to this business over the next 12 months.

[Click Here](#) to register this business for D&B's Continuous Monitoring service.

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January 1, 2009 - GTO

|                                       |    |
|---------------------------------------|----|
| - Region (PACIFIC)                    | 52 |
| - Industry: ENTERTAINMENT AND LEISURE | 48 |
| - Employee Range (1-9)                | 52 |
| - Years in Business Range (3-5)       | 39 |
| - Subject Company                     | 61 |

## Key Comparisons

The subject company has a Financial Stress Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Lower risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.

## =====

## CREDIT SCORE SUMMARY

The Credit Score Class predicts the likelihood of a firm paying in a severely delinquent manner (90+ Days Past Terms) over the next twelve months. It was calculated using statistically valid models and the most recent payment information in D&B's files.

|   |        |
|---|--------|
| Credit Score Class:   | 3      |
| Incidence of Delinquent Payment Among<br>Companies with this Class: | 14.30% |
| Incidence of Delinquent Payment:                                    | 20.10% |
| - Average compared to businesses in D&B's database                  |        |
| Percentile:   | 59     |
| Credit Score:   | 476    |

The Credit Score of this business is based on the following factors:

- 1% of trade dollars indicate slow payment(s) are present.
- No record of open suit(s), lien(s), or judgment(s) in the D&B files.
- Payment experiences exist for this firm which are greater than 60 days past due.

## Notes:

- The Credit Score Class indicates that this firm shares some of the same business and payment characteristics of other companies with this classification. It does not mean the firm will necessarily experience delinquency.
- The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 90 days past due or more by creditors. The calculation of this value is based on an inquiry weighted sample.
- The Delinquency Rate is the percentage of companies with this classification that were reported 90 days past due or more by creditors. The calculation of this value is based on an inquiry weighted sample.
- The Percentile ranks this firm relative to other businesses. For example, a firm in the 80th percentile has a lower risk of paying in a severely delinquent manner than 79% of all scorable companies in D&B's files.



- The Credit Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.
- All Credit Class, Percentile, Score and Incidence statistics are based on sample data from 2004.

## CREDIT SCORE NORMS

| Norms for Companies in the Same ...   | National Percentile |
|---------------------------------------|---------------------|
| - Region (PACIFIC)                    | 52                  |
| - Industry: ENTERTAINMENT AND LEISURE | 40                  |
| - Employee Range (1-9)                | 58                  |
| - Years in Business Range (3-5)       | 50                  |
| - Subject Company                     | 59                  |

## Key Comparisons

The subject company has a Credit Score Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Lower risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.

## PAYMENT TRENDS

PAYDEX scores below are based on dollar weighted trade in most recent 12 mos.

|           | '08 SEP | '08 DEC | '09 MAR | '09 JUN | '09 AUG | '09 SEP | '09 OCT | '09 NOV | '09 DEC | '10 JAN | '10 FEB | '10 MAR | '10 APR | '10 MAY | '10 JUN | '10 JUL |
|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| FIRM      | 76      | 78      | 78      | 80      | 80      | 80      | 80      | 80      | 79      | 79      | 80      | 80      | 80      | 80      | 80      | 80      |
| Industry  |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Quartiles |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Upper     | 80      | 80      | 80      | 80      |         | 80      |         | 80      |         | 80      |         | 80      |         | 80      |         | 80      |
| Median    | 78      | 77      | 77      | 77      |         | 77      |         | 77      |         | 77      |         | 77      |         | 77      |         | 78      |
| Lower     | 65      | 65      | 65      | 65      |         | 65      |         | 65      |         | 65      |         | 65      |         | 65      |         | 65      |

Industry PAYDEX based on:

SIC: 5812

69,999 Firms

KEY TO PAYDEX SCORES:

80 Within terms

77 5 Days Beyond Terms

65 19 Days Beyond Terms

## SUMMARY OF PAYMENT HABITS

Dollar Range Comparisons:

| Suppliers That Extend Credit of... | Number of Experiences: | Total Amount | % of Dollars Within Terms |
|------------------------------------|------------------------|--------------|---------------------------|
|                                    | #                      | \$           | %                         |
| OVER \$100,000                     | 1                      | 100,000      | 100                       |

|                   |    |         |     |
|-------------------|----|---------|-----|
| \$50,000 - 99,999 | 3  | 160,000 | 100 |
| \$15,000 - 49,999 | 0  | 0       | 0   |
| \$ 5,000 - 14,999 | 3  | 22,500  | 100 |
| \$ 1,000 - 4,999  | 7  | 13,000  | 71  |
| Under 1,000       | 11 | 3,400   | 87  |

---

**PAYMENT ANALYSIS BY INDUSTRY**

There are 36 payment experiences in D&B's file for the most recent 12 months, with 24 experiences reported during the last three month period.

|                        | Total<br>Recd<br># | Dollar<br>Amount<br>\$ | Highest<br>Credit<br>\$ | Within<br>Terms<br>--- | Slow<br>1-30<br>% | Slow<br>31-60<br>% | Slow<br>61-90<br>% | Slow<br>91+<br>% |
|------------------------|--------------------|------------------------|-------------------------|------------------------|-------------------|--------------------|--------------------|------------------|
| Total in D&B's File    | 36                 | 301,800                | 100,000                 |                        |                   |                    |                    |                  |
| <b>Industry</b>        |                    |                        |                         |                        |                   |                    |                    |                  |
| Nonclassified          | 6                  | 9,050                  | 2,500                   | 58                     | 28                | 14                 | 0                  | 0                |
| Short-term busn credit | 3                  | 100,250                | 50,000                  | 100                    | 0                 | 0                  | 0                  | 0                |
| Misc business credit   | 3                  | 10,750                 | 10,000                  | 100                    | 0                 | 0                  | 0                  | 0                |
| Whol general grocery   | 2                  | 160,000                | 100,000                 | 100                    | 0                 | 0                  | 0                  | 0                |
| Mfg computers          | 2                  | 8,500                  | 7,500                   | 100                    | 0                 | 0                  | 0                  | 0                |
| Misc business service  | 2                  | 7,500                  | 5,000                   | 100                    | 0                 | 0                  | 0                  | 0                |
| Mfg soap/detergents    | 1                  | 1,000                  | 1,000                   | 100                    | 0                 | 0                  | 0                  | 0                |
| Executive office       | 1                  | 750                    | 750                     | 100                    | 0                 | 0                  | 0                  | 0                |
| Security systems svcs  | 1                  | 250                    | 250                     | 100                    | 0                 | 0                  | 0                  | 0                |
| Radiotelephone commun  | 1                  | 250                    | 250                     | 100                    | 0                 | 0                  | 0                  | 0                |
| Whol service paper     | 1                  | 250                    | 250                     | 50                     | 50                | 0                  | 0                  | 0                |
| Trucking non-local     | 1                  | 250                    | 250                     | 0                      | 0                 | 0                  | 100                | 0                |
| Data processing svcs   | 1                  | 50                     | 50                      | 0                      | 0                 | 0                  | 100                | 0                |
| Electric services      | 1                  | 50                     | 50                      | 100                    | 0                 | 0                  | 0                  | 0                |

**OTHER PAYMENT CATEGORIES:**

|                       |    |       |
|-----------------------|----|-------|
| Cash Experiences      | 10 | 2,900 |
| Paying Record Unknown | 0  | 0     |
| Unfavorable Comments  | 0  | 0     |
| Placed for Collection |    |       |
| with D&B              | 0  | 0     |
| other                 | 0  | N/A   |

Indications of slowness can be the result of disputes over merchandise, skipped invoices, etc.

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**PUBLIC FILINGS SUMMARY**

The following data includes both open and closed filings found in D&B's database on the subject company.

| Record Type            | #  | Most Recent<br>Filing Date |
|------------------------|----|----------------------------|
| Bankruptcy Proceedings | 0  | -                          |
| Judgments              | 0  | -                          |
| Liens                  | 0  | -                          |
| Suits                  | 0  | -                          |
| UCC's                  | 10 | 05/24/2010                 |

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**PUBLIC FILINGS DETAIL**

The following data is for information purposes only and is not the official record. Certified copies can only be obtained from the

official source.

## \* \* \* UCC FILING(S) \* \* \*

COLLATERAL: All Assets  
 FILING NO: 097193914194 DATE FILED: 04/17/2009  
 TYPE: Original LATEST INFO RECEIVED: 04/23/2009  
 SEC. PARTY: RSF SOCIAL ENTERPRISE, INC., SAN FRANCISCO, CA FILED WITH: SECRETARY OF STATE/UCC DIVISION, CA  
 DEBTOR: REVOLUTION FOODS, INC.

This data is for informational purposes only, certification can only be obtained through the Sacramento Office of the California Secretary of State.

COLLATERAL: All Assets - All Accounts receivable  
 FILING NO: 0972041339 DATE FILED: 07/30/2009  
 TYPE: Amendment LATEST INFO RECEIVED: 08/06/2009  
 SEC. PARTY: RSF SOCIAL ENTERPRISE, INC., SAN FRANCISCO, CA ORIG. UCC FILED: 04/17/2009  
 DEBTOR: REVOLUTION FOODS, INC. ORIG. FILING NO: 097193914194  
 FILED WITH: SECRETARY OF STATE/UCC DIVISION, CA

This data is for informational purposes only, certification can only be obtained through the Sacramento Office of the California Secretary of State.

COLLATERAL: Negotiable instruments and proceeds - Inventory and proceeds - Account(s) and proceeds - Fixtures and proceeds - Equipment and proceeds  
 FILING NO: 2009 0354834 DATE FILED: 01/21/2009  
 TYPE: Original LATEST INFO RECEIVED: 03/06/2009  
 SEC. PARTY: TRIMARK ECONOMY RESTAURANT FIXTURES, SAN FRANCISCO, CA FILED WITH: SECRETARY OF STATE/UCC DIVISION, DE  
 DEBTOR: REVOLUTION FOODS, INC.

COLLATERAL: Equipment and proceeds - Vehicles and proceeds  
 FILING NO: 097207770423 DATE FILED: 09/09/2009  
 TYPE: Original LATEST INFO RECEIVED: 09/21/2009  
 SEC. PARTY: GENERAL ELECTRIC CAPITAL CORPORATION, IRVING, TX FILED WITH: SECRETARY OF STATE/UCC DIVISION, CA  
 DEBTOR: REVOLUTION FOODS, INC.

This data is for informational purposes only, certification can only be obtained through the Sacramento Office of the California Secretary of State.

COLLATERAL: Equipment and proceeds  
 FILING NO: 2008 3359955 DATE FILED: 10/03/2008  
 TYPE: Original LATEST INFO RECEIVED: 10/30/2008  
 SEC. PARTY: CITICAPITAL COMMERCIAL LEASING CORPORATION, BEDFORD, TX FILED WITH: SECRETARY OF STATE/UCC DIVISION, DE  
 DEBTOR: REVOLUTION FOODS, INC.

COLLATERAL: Vehicles and proceeds  
 FILING NO: 2008 2662813 DATE FILED: 08/04/2008  
 TYPE: Original LATEST INFO RECEIVED: 09/04/2008  
 SEC. PARTY: CITICAPITAL COMMERCIAL LEASING CORPORATION, BEDFORD, TX FILED WITH: SECRETARY OF STATE/UCC DIVISION, DE  
 DEBTOR: REVOLUTION FOODS, INC.

COLLATERAL: Equipment and proceeds - Vehicles and proceeds  
 FILING NO: 2008 2283206 DATE FILED: 07/03/2008  
 TYPE: Original LATEST INFO RECEIVED: 08/04/2008  
 SEC. PARTY: CITICAPITAL COMMERCIAL LEASING CORPORATION, BEDFORD, TX FILED WITH: SECRETARY OF STATE/UCC DIVISION, DE  
 DEBTOR: REVOLUTION FOODS, INC.

COLLATERAL: Equipment  
FILING NO: 097185331299 DATE FILED: 01/21/2009  
TYPE: Original LATEST INFO RECEIVED: 01/28/2009  
SEC. PARTY: TRIMARK ECONOMY RESTAURANT  
FIXTURES, SAN FRANCISCO, CA FILED WITH: SECRETARY OF  
DEBTOR: REVOLUTION FOODS, INC. STATE/UCC DIVISION,  
CA

This data is for informational purposes only, certification can only be obtained through the Sacramento Office of the California Secretary of State.

FILING NO: 1072328773 DATE FILED: 05/24/2010  
TYPE: Termination LATEST INFO RECEIVED: 05/27/2010  
SEC. PARTY: TRIMARK ECONOMY RESTAURANT  
FIXTURES, SAN FRANCISCO, CA ORIG. UCC FILED: 01/21/2009  
DEBTOR: REVOLUTION FOODS, INC. ORIG. FILING NO: 097185331299  
FILED WITH: SECRETARY OF  
STATE/UCC DIVISION,  
CA

This data is for informational purposes only, certification can only be obtained through the Sacramento Office of the California Secretary of State.

COLLATERAL: Unspecified  
FILING NO: 2009 3584569 DATE FILED: 11/06/2009  
TYPE: Original LATEST INFO RECEIVED: 12/14/2009  
SEC. PARTY: TOYOTA MOTOR CREDIT CORPORATION, FILED WITH: SECRETARY OF  
TORRANCE, CA STATE/UCC DIVISION,  
DEBTOR: REVOLUTION FOODS, INC., LOS DE  
ANGELES, CA

The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this report was printed.

#### BUSINESS BACKGROUND

##### HISTORY

04/16/10

KRISTIN RICHMOND, PRES  
DIRECTOR(S): THE OFFICER(S)

The California Secretary of State's business registrations file showed that Revolution Foods, Inc was registered as a corporation on August 8, 2006. Stock ownership is undetermined.

Business started 2006.

KRISTIN RICHMOND. Antecedents are unknown.

Business address has changed from 151 W Seaplane Lagoon, Alameda, CA, 94501 to 8383 Capwell Dr, Oakland, CA, 94621.

##### OPERATIONS

04/16/10

Operates as a caterer (100%).

Terms are undetermined. Sells to undetermined. Territory : Local.

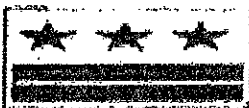
EMPLOYEES: 2 which includes officer(s). Undetermined employed here.

FACILITIES: Occupies premises in a building.

BRANCHES: Maintains a branch location at 1715 E 21st St, Los Angeles, CA.

#### FINANCIAL SUMMARY

##### KEY BUSINESS RATIOS



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BILATERAL MODIFICATION

Page No. 1 of 1 Page(s)

|                                     |                                    |                           |  |
|-------------------------------------|------------------------------------|---------------------------|--|
| 1. CONTRACT NO:<br>GAGA-2010-C-0142 | 2. CONTRACT DATE:<br>July 21, 2010 | 3. MODIFICATION NO:<br>04 | 4. MODIFICATION DATE:<br>August 01, 2011 |
|-------------------------------------|------------------------------------|---------------------------|--|

5. CAPTION: Food Services Pilot Program for Portable Meals

6. ISSUED TO: (Contractor)

Revolution Foods, Inc.  
800 Crain Highway  
North Glen Burnie, MD  
Tele: (510) 596-0024

7. ISSUING OFFICE:

DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS)  
Office of Contracts and Acquisitions  
1200 First Street, NE, 11<sup>th</sup> Floor  
Washington, DC 20002-4232  
Tele: (202) 442-5111  
Fax: (202) 442-5093

8. PROGRAM OFFICE: District of Columbia Public Schools (DCPS), Office of Food and Nutrition Services (OFNS)

Pursuant to Section 15 of the Government of the District of Columbia Standard Contract Provisions for use with District of Columbia Government Supplies and Services contracts dated March 2007, and 27 DCMR, Section 3601.2 the contract is hereby modified as follows:

- Section C.4.5 Exhibit 5 - Targeted Locations and Participation and Section C.4.11 Exhibit 11 Targeted Participation show the Pilot Schools as: (1) Eastern High School, (2) Johnson Middle School, and (3) Wilson High School and replacing with (1) Payne Elementary School, (2) Powell Elementary School, and (3) Tyler Elementary.
- This modification is an Administrative change ONLY to the Option Year Contract Period of July 21, 2011 through July 20, 2012 and subsequent option years in conjunction with the Statement of Work ("SOW") ("Attachment A").
- A 10% over par (average meal participation rate) is being guaranteed by DCPS OFNS to Revolution Foods, Inc. based on pars that are established and verified by DCPS once per month. Statement of Work ("SOW") ("Attachment A").
- RECAP OF FUNDS:**

| <u>Funding Period</u>           | <u>Purchase Order No(s)</u> | <u>Actual Disbursement</u> |
|---------------------------------|-----------------------------|----------------------------|
| Option Year 07/21/11 - 07/20/12 | PO367520                    | \$255,280.02               |

ALL OTHER CONTRACT TERMS AND CONDITIONS REMAIN UNCHANGED

10. AMOUNT OF MODIFICATION: \$0.00 CURRENT VALUE OF CONTRACT: \$1,225,363.33

CURRENT COMPLETION DATE: July 20, 2012

11. CONTRACTOR

By: Mitch Mitchell  
Signature of Authorized Representative

Name: MITCH MITCHELL  
Title: REGIONAL VICE PRESIDENT

AUGUST 2, 2011  
Date

12. ACCEPTANCE BY THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

Laveeta Hilton  
Signature

Name: LAVEETA HILTON  
Title: Contracting Officer

8/4/11  
Date

**“Attachment A”**

**DCPS Statement of Work**  
**Office of Food and Nutrition Services**  
**Revolution Foods, Option Year Modifications**

**Introduction**

DCPS Office of Food and Nutrition Services (OFNS) has a need to modify the Revolution Foods Portable Meal service vendor contract, GAGA-2010-C-0142, to apply subsequent option years (1-4).

On July 20, 2010, Revolution Foods was awarded a contract to provide 'portable' meal services to seven school sites: Amlidon-Bowen Elementary School, Hearst Elementary School, Peabody Elementary School, Johnson Middle School, Anacostia High School, Eastern High School, and Wilson High School. All meals were produced in Revolution Foods' facility in Cheverly, Maryland and delivered daily to the seven school sites.

For the contract's option years, DCPS will modify Revolution Foods' configuration, replacing Eastern High School, Johnson Middle School, and Wilson High School with Payne Elementary School, Powell Elementary School, and Tyler Elementary School in coordination with the base year summer school modification, which effectuated on June 27, 2011.

DCPS will also provide production guarantees for the Breakfast in the Classroom (BIC) program and the After School Supper Program.

**Justification**

The purpose of Revolution Foods' portable meal contract is to support schools undergoing modernization or schools that have facilities challenges. Two of Revolution Foods original seven schools, Eastern SHS (1) and Wilson SHS (2), will open as fully modernized facilities in 2011-12, so portable meals are no longer necessary for these sites. Johnson MS (3) is being transitioned because it has seen significant participation declines under Revolution Foods. Payne Elementary School, Powell Elementary School, and Tyler Elementary School are being transitioned to Revolution because they were identified by OFNS as having facilities challenges or as having reported the most operational issues under Chartwells in school year 2010-11.

In the base year of the contract, Breakfast in the Classroom and After School Supper attendance fluctuations caused Revolution Foods to frequently over produce breakfast and supper meals. Unlike standard lunch and breakfast service, accountability for Breakfast in the Classroom and After School Supper is taken by DCPS school staff (Teachers and After School Coordinators). In the base year of the contract, changes in enrollment were not communicated to Revolution Foods by DCPS school staff on a regular basis, limiting their ability to modify the number of meals produced to match program or classroom enrollment.

***Breakfast in the Classroom Guarantee***

Breakfast in the Classroom (BIC) production pars (average meal participation rates) shall be established within one month of school opening. Revolution Foods shall produce no more than 10% over par to ensure all students receive breakfast. DCPS will reimburse Revolution Foods for all meals produced according to par that were not accounted for in the WebSMARTT Point-of-Sale system. Pars shall be recalculated by Revolution Foods once per month and will be verified by DCPS.

***After School Supper Guarantee***

After School Supper production pars (average meal participation rates) shall be established within one month of school opening. Revolution Foods shall produce no more than 10% over par to ensure all students receive supper. DCPS will reimburse Revolution Foods for all meals produced according to par that were not accounted for in the WebSMARTT Point-of-Sale system. Pars shall be recalculated by Revolution Foods once per month and will be verified by DCPS.



## Order No : PO365531 -Chartwells/Thompson Compass Group, July-September 2011

Issued on Fri, 24 Jun, 2011

### Supplier:

COMPASS GROUP USA, INC  
2400 YORKMENT ROAD  
CHARLOTTE, NC 28217  
United States  
Phone: 1704.328.4000  
Fax: 1  
Contact: MARK BALFOUR

### Ship To:

Food Services Division  
3535 V Street NE 1st Floor  
Washington, DC 20018  
United States  
Phone: 1(202) 576-7400

### Bill To:

Office of Accounts Payable  
1200 First Street NE, 11th Floor  
Washington, DC 20002  
United States  
Phone: 1202/442-5300

### Deliver To:

Reichel, Paula  
Split Percentage: 54.24907  
Split Percentage: 45.75093

| Item | Description                                      | Part Number | Unit | Qty          | Need By           | Unit Price | Extended Amount   |
|------|--|-------------|------|--------------|-------------------|------------|-------------------|
| 1    | The Compass Group USA, Inc shall provide the ... |             | each | 7,130,463.25 | Mon, 20 Jun, 2011 | \$1.00USD  | \$7,130,463.25USD |

The Compass Group USA, Inc shall provide the required goods and/or services to DCPS. Compass Group USA, Inc shall manage the overall DCPS National School Lunch Program (NSLP), School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), Special Milk Program (SMP), Fresh Fruit and Vegetable Program (FFVP), Summer Meal Program (SMP), Head Start Family Style Meal Program, and any other food service program, such as a school catering program, at DCPS as applicable. Compass Group, Inc shall provide services to approximately 105 school sites serving breakfast and lunch meals, inclusive of aftercare, Head Start, and Saturday programs.

Services shall be provided in accordance with contract GAGA-2010-C-0134.

This purchase order is to support the performance period for the partial option year three which consists of June 27, 2011 - September 30, 2011.

The cost for this time period has been estimated to be \$7,130,463.25.

If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: GAGA-2008-C-0134



Bill To Contact: Accounts Payable  
Requester: Reichel, Paula  
Form:  
Delivery Date: Mon, 20 Jun, 2011  
PR No.: RQ738430

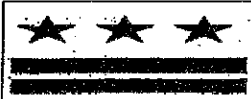
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|       |                   |
|-------|-------------------|
| Total | \$7,130,463.25USD |
|-------|-------------------|

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## Comments

- COMMENT by aribasystem on Friday, June 24, 2011 at 6:03 PM  
ALL INVOICES SHALL BE SUBMITTED TO THE 'BILL TO' ADDRESS INDICATED ON THIS PURCHASE ORDER. INVOICES SHALL INCLUDE THE PURCHASE ORDER NUMBER, CONTRACT NUMBER (IF APPLICABLE), CONTRACTOR'S NAME AND ADDRESS, INVOICE DATE, QUANTITY AND DESCRIPTION OF GOOD(S) OR SERVICE(S) FOR WHICH PAYMENT IS BEING REQUESTED, REMITTANCE ADDRESS, AND CONTACT PERSON NAME AND PHONE NUMBER IF THERE IS A PROBLEM WITH THE INVOICE. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Fri, 24 Jun, 2011)
- COMMENT by aribasystem on Friday, June 24, 2011 at 6:03 PM  
FOB is Destination unless specified otherwise (aribasystem, Fri, 24 Jun, 2011)
- COMMENT by aribasystem on Friday, June 24, 2011 at 6:03 PM  
\*\*\*\*GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV\*\*\*\* (aribasystem, Fri, 24 Jun, 2011)



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CHANGE ORDER/UNILATERAL MODIFICATION

Page No. 1 of 1 Page(s)

|   |                                  |  |                                     |
|---|----------------------------------|--|-------------------------------------|
| CONTRACT NO:<br>GAGA-2010-C-0146  | EFFECTIVE DATE:<br>July 28, 2011 | MODIFICATION NO:<br>02 03/08 7/19/11   | MODIFICATION DATE:<br>Date of Award |
| ISSUING OFFICE:<br><b>OFFICE OF CONTRACTS AND ACQUISITIONS</b><br>1200 First Street, NE, 11 <sup>th</sup> Floor<br>Washington, DC 20001<br>(202) 442-5111 – Office (202) 442-5093 – Fax |                                  | ISSUED TO: (Contractor)<br><b>DC Central Kitchen</b><br>425 2nd Street, NW<br>Washington, DC 20001<br>Tele: (240) 429-5684 Tele: (202) 266-2015<br>Fax: (202) 986-1051 |                                     |
| USING AGENCY OR AGENCIES: District of Columbia Public Schools (DCPS), Office of Food and Nutrition Services (OFNS)  |                                  | TITLE: Food Services Pil Program: From Scratch Meals   |                                     |

ACTION: ☐ Change ☒ Exercise of Option ☐ Economic Price Adjustment ☐ Other

Pursuant to Section 15 of the Government of the District of Columbia Standard Contract Provisions for use with District of Columbia Government Supplies and Services contracts dated March 2007, and 27 DCMR, Section 3601.2 the contract is hereby modified to exercise the option.

1. In accordance with Section F.5 entitled "Option to Extend the Term of the Contract" on page 17, DCPS hereby exercises Option Year One for the contract period of July 29, 2011 through July 28, 2012 in the amount of \$1,333,706.04.
2. The Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 et seq.) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period. ("Attachment A")

3. **RECAP OF FUNDS:**

|           | <u>Funding Period</u> | <u>Purchase Order No(s)</u>    | <u>Actual Disbursement</u> |
|-----------|-----------------------|--------------------------------|----------------------------|
| Base Year | 07/29/10 – 07/28/11   | PO336089 & PO350995 & PO357200 | \$1,367,698.04             |

ALL OTHER CONTRACT TERMS AND CONDITIONS REMAIN UNCHANGED

|                    |                     |                      |
|--------------------|---------------------|----------------------|
| 7/19/11            | Glorious Bazemore   |                      |
| DATE               | CONTRACTING OFFICER | SIGNATURE            |
| Case File<br>DC022 | Contractor<br>PSD   | Using Agency<br>3/87 |

## **“Attachment A”**

Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

# **"THE LIVING WAGE ACT OF 2006"**

Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-.11)

Effective June 9, 2006, recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage.

Effective January 1, 2008, the living wage rate is \$12.10 per hour.

## **The requirement to pay a living wage applies to:**

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

**"Contract"** means a written agreement between a recipient and the District government.

**"Government assistance"** means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.

**"Affiliated employee"** means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term "affiliated employee" does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.

Certain exceptions may apply where contracts or agreements are subject to wage determinations required by federal law which are higher than the wage required by this Act; contracts for electricity, telephone, water, sewer other services delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or eminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, provided that the direct care service is not provided through a home care agency, a community residential facility or a group home for mentally retarded persons; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, provided that other employees are not replaced, and for employees of nonprofit organizations that employ not more than 50 individuals.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice concerning these requirements in a conspicuous site in the place of business.

All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

This is a summary of the "Living Wage Act of 2006". For the complete text go to:

[www.does.dc.gov](http://www.does.dc.gov) or [www.ocp.dc.gov](http://www.ocp.dc.gov)

To file a complaint contact:

Department of Employment Services

Office of Wage-Hour

64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002

(202) 671-1880



## **LIVING WAGE ACT FACT SHEET**

The "Living Wage Act of 2006," Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

**Effective January 1, 2008, the living wage rate is \$12.10 per hour.**

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

"Affiliated employee" means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term "affiliated employee" does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

**Exemptions** – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District's current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;

6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;
7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

## **Enforcement**

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Ave., NE, Room 3105, (202) 671-1880.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

**Please note:** *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

**DC Central Kitchen**

Business name, if different from above

Check appropriate box: ☐ Individual/  
Sole proprietor

☐ Corporation

☐ Partnership

☒ Other

**Non-Profit**

☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)

**425 2nd Street, NW**

City, state, and ZIP code

**Washington, DC 20001**

List account number(s) here (optional)

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

| | | + | | | |

or

Employer identification number

5 | 2 | 1 | 5 | 8 | 4 | 9 | 3 | 6

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person

*Rafael Chapman*

Date **7-1-10**

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**District of Columbia**  
**Office of Contracting and Procurement**  
**Master Supplier Information Collection Template**

Vendor Name (Legal Name): DC Central Kitchen

Vendor Number (I + Tax ID): 1 52-1584936

Phone Number (including area codes and extensions): 202-234-0707 x124

General E-mail Address: rchapman@dccentralkitchen.org

Website Address: www.dccentralkitchen.org

W9 Tax ID Number: 52-1584936

CBE? Yes ☐ No ☐ CBE Number: \_\_\_\_\_ (Choose matching items for Supplier and Ownership Types).

Contact Name: Rafael Chapman

Contact E-Mail Address: rchapman@dccentralkitchen.org

Supplier/Vendor Type: 5

Ownership Type: U

**Supplier/Vendor Type**

|                  |                     |         |
|------------------|---------------------|---------|
| 1=DC Employee    | 4=Local Government  | 7=Other |
| 2=Federal Agency | 5=Vendor-Business   | 8=CBE   |
| 3=State Agency   | 6=Vendor-Individual |         |

**Ownership Type**

|                         |                            |                  |
|-------------------------|----------------------------|------------------|
| A=State Corporation     | I=Individual Recipient     | R=Foreign        |
| C=Professional Corp.    | L=CBE                      | S=Sole Ownership |
| E=State Employee        | M=Medical Corporation      | T=Partnership    |
| F=Financial Institution | O=Out of State Corporation | U=Non-Profit     |
| G=Government Entity     | P=Professional Association |                  |

Please fax in to 202-727-9183 when complete.



**Mail Code = 000 = Supplier Headquarters Address (Cannot be a PO Box)**

Address: 425 2<sup>nd</sup> Street, NW

City: Washington      State: DC      Zip Code: 20001

**Mail Code = 200 = Payment Remittance Address if Different from 000**

Address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip Code: \_\_\_\_\_

**Mail Code = 300 = Purchase Order Address if Different from 000 (Cannot be a PO Box)**

Address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip Code: \_\_\_\_\_

**ALL ITEMS IN THIS AREA MUST BE COMPLETED TO RECEIVE ELECTRONIC PURCHASE ORDERS**

DUN & Bradstreet No. (DUNS): 61-527-8470

*(To apply for a your DUNS number call 1-800-234-3867 Required for all Email and Fax Purchase Order forwarding requests.)*

ANID Number: AN01005553552

*(Please register at <https://service.ariba.com/Supplier.aw>; You will not be able to receive your purchase orders by email or fax without this number.)*

Do you want the purchase order forwarded by e-mail or fax? Email ☒ Fax ☐

*(Please choose only one)*

Ordering E-Mail Address (Send Purchase Orders): rchapman@decentralkitchen.org

Ordering Fax Number (Send Purchase Orders): \_\_\_\_\_

**Please note: The fax number is still required for Email orders**

Does the Vendor Accept Purchase Cards: Yes ☐ No ☒



Decide with Confidence

□

My Report Archive

Company Reports

☒ E-mail Report☐ Print Report

## Comprehensive Report: D.c. Central Kitchen Inc the

Enhanced Format: View this report with charts and graphs for quicker decision making.**NEW! Now Included in this Report****Payment Trends Profile**  
Payment trends and industry benchmarks[Learn More](#)**D&B's Credit Limit Recommendation**  
How much credit should you extend?[Learn More](#)[View Now](#)[View Now](#)

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ATTN: dcps

## COMPREHENSIVE REPORT

Last Full revision Date: 10-27-08 (See Explanation at the end of this report)

DUNS: 61-527-8470

D.C. CENTRAL KITCHEN, INC.  
(THE)425 2ND ST NW  
WASHINGTON DC 20001  
TEL: 202 234-0707

FINANCIAL STRESS CLASS: 2

CREDIT SCORE CLASS: 3

## KEY

| LOWEST RISK |   |   | HIGHEST RISK |   |
|-------------|---|---|--------------|---|
| 1           | 2 | 3 | 4            | 5 |

SIC: 83 22 82 99

LINE OF BUSINESS: INDIVIDUAL/FAMILY SERVICES, SCHOOL/EDUCATIONAL  
SERVICES

YEAR STARTED: 1988

CONTROL DATE: 1988

DATE PRINTED: OCT 08 2010

CHIEF EXECUTIVE: MICHAEL CURTIN JR, CEO

## =====

## EXECUTIVE SUMMARY

- The Financial Stress Class of 2 for this company shows that firms with this classification had a failure rate of .09% (9 per 10,000), which is lower than the average of businesses in D&B's database.
- The Credit Score Class of 3 for this company shows that 18.4% of firms with this classification paid one or more bills severely delinquent, which is lower than the average of businesses in D&B's database.
- Subject company pays its bills an average 15 days beyond terms.
- Subject company's industry pays its bills an average 5 days beyond terms.
- Subject company pays its bills slower than the average for its industry.
- Special events are reported for this business.
- UCC filing(s) are reported for this business.
- Financing is secured.
- Under present management control 22 years.
- Evidence of open Suit(s) in the D&B database.

- History is clear.

## =====

## CREDIT CAPACITY SUMMARY

|                |                  |                                 |
|----------------|------------------|---------------------------------|
| D&B Rating:    | ER4              | Payment Activity                |
|                |                  | (based on 25 experiences):      |
|                |                  | Average High Credit: \$3,132    |
| # of Employees |                  | Highest Credit: \$10,000        |
| Total:         | 50               | Total Highest Credits: \$53,900 |
| As of 12/31/08 | Worth:           | \$1,283,445                     |
|                | Working Capital: | \$971,995                       |

## =====

03/16/09 D&B has recently requested an updated fiscal financial statement from this business. The receipt of this statement may be delayed due to financial disclosure policies or other reasons. When an updated financial statement is received, it will be promptly made available in the Finance and/or Statement Update section.

## =====

The Financial Stress Model predicts the likelihood of business failure which includes ceasing business without paying all creditors in full, reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&B's extensive data files.

|   |                       |
|---|-----------------------|
| Financial Stress Class:                   | 2                     |
| (Highest Risk: 5; Lowest Risk: 1)         |                       |
| Probability of Failure Among              |                       |
| Businesses with this Class:               | 0.09% (9 per 10,000)  |
| Financial Stress National Percentile:     | 82                    |
| (Highest Risk: 1; Lowest Risk: 100)       |                       |
| Financial Stress Score:                   | 1538                  |
| (Highest Risk: 1,001; Lowest Risk: 1,875) |                       |
| Probability of Failure :                  | 0.48% (48 per 10,000) |
| - Average of businesses in D&B's database |                       |

The Financial Stress Score of this business is based on the following factors:

- Low proportion of satisfactory payment experiences to total payment experiences.
- UCC Filings reported.
- Low Paydex Score.
- Unstable Paydex over last 12 months.
- Business does not own facilities.
- Higher risk legal structure.

## Notes:

- The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.

- The Probability of failure shows percentage of firms in a

given percentile that discontinue operations with loss to creditors. The average probability of failure is based on businesses in D&B's database and is provided for comparative purposes.

- The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&B's file.

- The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

#### FINANCIAL STRESS NORMS

| Norms for Companies in the Same ...        | National Percentile |
|--|---------------------|
| - Region (SOUTH ATLANTIC)                  | 48                  |
| - Industry: PERSONAL AND CONSUMER SERVICES | 56                  |
| - Employee Range (20-99)                   | 66                  |
| - Years in Business Range (11-25)          | 68                  |
| - Subject Company                          | 82                  |

#### Key Comparisons

The subject company has a Financial Stress Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Lower risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.

#### CREDIT SCORE SUMMARY

The Commercial Credit Score predicts the likelihood that a company will pay its bills in a severely delinquent manner (90 days or more past terms), obtain legal relief from creditors or cease operations without paying all creditors in full over the next 12 months. Scores are calculated using a statistically valid model derived from D&B's extensive data files.

|  |        |
|--|--------|
| Credit Score Class:  | 3      |
| Incidence of Delinquent Payment Among Companies with this Class: | 18.40% |
| Percentile:  | 70     |
| Credit Score:  | 450    |
| Incidence of Delinquent Payment:                                 | 23.50% |
| - Average compared to businesses in D&B's database               |        |

The Credit Score of this business is based on the following factors:

- Low number of satisfactory payments.
- Most recent amount past due.
- Insufficient number of payment experiences.
- Low proportion of satisfactory payment experiences to total payment experiences.
- Business is not a subsidiary.

## Notes:

- The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.
- The Incidence of delinquency shows the percentage of firms in a given percentile that are likely to pay creditors in a severely delinquent manner. The average incidence of delinquency is based on business in D&B's database and is provided for comparative purposes.
- The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.
- The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

## ===== CREDIT SCORE NORMS

| Norms for Companies in the Same ...        | National Percentile |
|--|---------------------|
| - Region (SOUTH ATLANTIC)                  | 41                  |
| - Industry: PERSONAL AND CONSUMER SERVICES | 54                  |
| - Employee Range (20-99)                   | 79                  |
| - Years in Business Range (11-25)          | 76                  |
| - Subject Company                          | 70                  |

## Key Comparisons

The subject company has a Credit Score Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Higher risk than other companies with a comparable number of years in business.

## ===== PAYMENT TRENDS

PAYDEX scores below are based on dollar weighted trade in most recent 12 mos.

|           | '08 | '09 | '09 | '09 | '09 | '09 | '10 | '10 | '10 | '10 | '10 | '10 | '10 | '10 | '10 | '10 |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|           | DEC | MAR | JUN | SEP | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT |
| FIRM      | 75  | 75  | 74  | 73  | 72  | 76  | 76  | 78  | 78  | 73  | 73  | 70  | 71  | 71  | 70  | 70  |
| Industry  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Quartiles |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| -----     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Upper     | 79  | 79  | 79  | 79  |     | 79  |     |     | 79  |     |     | 79  |     |     | 79  |     |
| Median    | 77  | 77  | 77  | 77  |     | 77  |     |     | 77  |     |     | 76  |     |     | 77  |     |
| Lower     | 73  | 73  | 73  | 73  |     | 73  |     |     | 73  |     |     | 71  |     |     | 73  |     |

Industry PAYDEX based on:

SIC: 83XX

KEY TO PAYDEX SCORES:

79 2 Days Beyond Terms

# Comprehensive Report: D.c. Central Kitchen Inc the

Page 5 of 9

5,399 Firms

77 5 Days Beyond Terms

70 15 Days Beyond Terms

## SUMMARY OF PAYMENT HABITS

Dollar Range Comparisons:

| Suppliers That<br>Extend Credit of... | Number of<br>Experiences: | Total<br>Amount | % of Dollars<br>Within Terms |
|---------------------------------------|---------------------------|-----------------|------------------------------|
|                                       | #                         | \$              | %                            |
| OVER \$100,000                        | 0                         | 0               | 0                            |
| \$50,000 - 99,999                     | 0                         | 0               | 0                            |
| \$15,000 - 49,999                     | 0                         | 0               | 0                            |
| \$ 5,000 - 14,999                     | 5                         | 40,000          | 56                           |
| \$ 1,000 - 4,999                      | 5                         | 11,000          | 55                           |
| Under 1,000                           | 7                         | 2,250           | 100                          |

## PAYMENT ANALYSIS BY INDUSTRY

There are 25 payment experiences in D&B's file for the most recent 12 months, with 15 experiences reported during the last three month period.

|                       | Total<br>Recd<br># | Dollar<br>Amount<br>\$ | Highest<br>Credit<br>\$ | Within<br>Terms | Slow<br>1-30<br>% | Slow<br>31-60<br>% | Slow<br>61-90<br>% | Slow<br>91+<br>% |
|-----------------------|--------------------|------------------------|-------------------------|-----------------|-------------------|--------------------|--------------------|------------------|
| Total in D&B's File   | 25                 | 53,900                 | 10,000                  |                 |                   |                    |                    |                  |
| Industry              |                    |                        |                         |                 |                   |                    |                    |                  |
| Employment agency     | 4                  | 17,500                 | 10,000                  | 29              | 71                | 0                  | 0                  | 0                |
| Nonclassified         | 3                  | 3,300                  | 2,500                   | 24              | 76                | 0                  | 0                  | 0                |
| Whol frozen foods     | 2                  | 17,500                 | 10,000                  | 79              | 21                | 0                  | 0                  | 0                |
| Misc business credit  | 2                  | 350                    | 250                     | 100             | 0                 | 0                  | 0                  | 0                |
| Misc business service | 1                  | 7,500                  | 7,500                   | 50              | 50                | 0                  | 0                  | 0                |
| Ret mail-order house  | 1                  | 2,500                  | 2,500                   | 100             | 0                 | 0                  | 0                  | 0                |
| Radiotelephone commun | 1                  | 2,500                  | 2,500                   | 100             | 0                 | 0                  | 0                  | 0                |
| Mfg home cook equip   | 1                  | 1,000                  | 1,000                   | 100             | 0                 | 0                  | 0                  | 0                |
| Data processing svcs  | 1                  | 750                    | 750                     | 100             | 0                 | 0                  | 0                  | 0                |
| Photocopying service  | 1                  | 250                    | 250                     | 100             | 0                 | 0                  | 0                  | 0                |
| Misc equipment rental | 1                  | 100                    | 100                     | 100             | 0                 | 0                  | 0                  | 0                |
| Whol electrical equip | 1                  | 0                      | 0                       | 0               | 0                 | 0                  | 0                  | 0                |

## OTHER PAYMENT CATEGORIES:

|                       |   |     |
|-----------------------|---|-----|
| Cash Experiences      | 5 | 150 |
| Paying Record Unknown | 1 | 500 |
| Unfavorable Comments  | 0 | 0   |
| Placed for Collection |   |     |
| with D&B              | 0 | 0   |
| other                 | 0 | N/A |

Indications of slowness can be the result of disputes over merchandise, skipped invoices, etc.

## PUBLIC FILINGS SUMMARY

The following data includes both open and closed filings found in D&B's database on the subject company.

| Record Type | # | Most Recent<br>Filing Date |
|-------------|---|----------------------------|
|-------------|---|----------------------------|

|                        |   |            |
|------------------------|---|------------|
| Bankruptcy Proceedings | 0 | -          |
| Judgments              | 0 | -          |
| Liens                  | 0 | -          |
| Suits                  | 1 | 04/13/2009 |
| UCC's                  | 1 | 08/24/2004 |

## PUBLIC FILINGS DETAIL

The following data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

If it is indicated that there are defendants other than the report subject, the lawsuit may be an action to clear title to property and does not necessarily imply a claim for money against the subject.

## \* \* \* SUIT(S) \* \* \*

CASE NO.: 2009CA002768  
PLAINTIFF: WILLIAM MARSHALL STATUS: Pending  
DEFENDANT: DC CENTRAL KITCHEN INC. DATE STATUS ATTAINED: 04/13/2009  
and OTHERS DATE FILED: 04/13/2009  
CAUSE: PERSONAL TORT VEHICLE LATEST INFO RECEIVED: 04/24/2009  
WHERE FILED: DISTRICT OF COLUMBIA SUPERIOR  
COURT, WASHINGTON, DC

## \* \* \* UCC FILING(S) \* \* \*

COLLATERAL: All Inventory and proceeds - All Account(s) and proceeds - All  
General intangibles(s) and proceeds - All Equipment and proceeds  
FILING NO: 2004116923 DATE FILED: 08/24/2004  
TYPE: Original LATEST INFO RECEIVED: 10/25/2004  
SEC. PARTY: BANK OF AMERICA, N.A., FILED WITH: FINANCE & REVENUE  
WASHINGTON, DC DEPT, DC  
DEBTOR: D.C. CENTRAL KITCHEN, INC.

The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this report was printed.

## BUSINESS BACKGROUND

## HISTORY

CORPORATE AND BUSINESS REGISTRATIONS REPORTED BY THE SECRETARY  
OF STATE OR OTHER OFFICIAL SOURCE AS OF 05/30/2009:

BUSINESS TYPE: CORPORATION - DATE INCORPORATED: 07/27/1988  
NON-PROFIT STATE OF INCORP: DISTRICT OF  
COLUMBIA

10/27/08

MICHAEL CURTIN JR, CEO GLENDA COGNEVICH, CFO  
DIRECTOR(S): THE OFFICER(S)

The District of Columbia Secretary of State's business  
registrations file showed that D.C. Central Kitchen, Inc. (The) was  
registered as a Corporation on July 27, 1988.

Business started 1988.

MICHAEL CURTIN JR. 2005-present active here.



GLENDIA COGNEVICH. Antecedents are undetermined.

## OPERATIONS

10/27/08 Provides individual or family social services. Provides schooling or educational services, specializing in cooking. Terms are through govt foundations, grants and donations. Sells to general public. Territory : Regional. Nonseasonal.

EMPLOYEES: 50 which includes officer(s) and 2 part-time.

FACILITIES: Leases 10,000 sq. ft. on 1st floor of a three story brick building.

LOCATION: Central business section on side street.

## OTHER CORPORATE DETAILS

CORPORATE STATUS: ACTIVE

CORPORATE AGENT: ROBERT L.E. EGGER, 425 SECOND ST., N.W., WASHINGTON, DC

STATE ID NO: 882736-DNP

## =====

## FINANCIAL SUMMARY

## KEY BUSINESS RATIOS

Based on a Financial Statement Dated December 31, 2008

(Industry Norms Based on 16 Establishments)

|                   | Profitability   |                     | Short-Term |             | Efficiency    |                            | Utilization            |
|-------------------|-----------------|---------------------|------------|-------------|---------------|----------------------------|------------------------|
|                   | %               |                     | Solvency   |             | (%)           |                            | (%)                    |
|                   | Return on Sales | Return on Net Worth | Curr Ratio | Quick Ratio | Assets/ Sales | Sales/ Net working Capital | Total Liabs/ Net Worth |
| Firm              | ( 6.9)          | ( 34.5)             | 2.6        | 2.5         | 29.6          | 6.6                        | 48.8                   |
| Industry Median   | 1.2             | 8.9                 | 1.7        | 1.4         | 35.6          | 13.3                       | 100.0                  |
| Industry Quartile | 4               | 4                   | 1          | 1           | 2             | 3                          | 2                      |

## FINANCIAL INFORMATION

04/20/09 Fiscal statement dated DEC 31 2008:

|                   |    |           |                       |                  |           |
|-------------------|----|-----------|-----------------------|------------------|-----------|
| Cash              | \$ | 1,254,274 | Accts Pay             | \$               | 132,732   |
| Accts Rec         |    | 267,978   | Deferred Revenue      |                  | 51,789    |
| Inventory         |    | 14,542    | Accruals              |                  | 149,754   |
| Grant Receivable  |    | 37,500    | Taxes                 |                  | 4,027     |
| Other Receivables |    | 1,510     | Line Of Credit        |                  | 275,000   |
| Prepaid           |    | 13,009    | Other Payables        |                  | 3,516     |
| -----             |    |           |                       |                  |           |
| Curr Assets       |    | 1,588,813 | Curr Liabs            |                  | 616,818   |
| Fixt & Equip      |    | 320,679   | Capital Lease Payable |                  | 9,229     |
|                   |    |           |                       | TOTAL NET ASSETS | 1,283,445 |
| -----             |    |           |                       |                  |           |
| Total Assets      |    | 1,909,492 | Total                 |                  | 1,909,492 |

From JAN 01 2008 to DEC 31 2008 annual sales \$6,450,583; gross profit \$6,450,583; operating expenses \$6,893,553. Operating income (442,970); net income before taxes (442,970); (net loss) \$442,971.

Extent of audit, if any, not indicated.

--0--

10/27/08

Fiscal

Fiscal  
Individual

Fiscal

|                   | Dec 31 2004 | Dec 31 2005 | Dec 31 2006 |
|-------------------|-------------|-------------|-------------|
| Curr Assets       | 312,326     | 457,450     | 744,969     |
| Curr Liabs        | 197,628     | 324,095     | 338,484     |
| Current Ratio     | 1.58        | 1.41        | 2.2         |
| Working Capital   | 114,698     | 133,355     | 406,485     |
| Other Assets      | 65,452      | 238,053     | 1,145,300   |
| Worth             | 99,978      | 331,838     | 1,482,578   |
| Sales             | 5,571,820   | 6,001,036   | 7,972,894   |
| Long Term Liab    | 80,172      | 39,570      | 69,207      |
| Net Profit (Loss) | (216,266)   | (564,695)   | 1,150,740   |

Fiscal statement dated DEC 31 2007:

|                   |              |                  |            |
|-------------------|--------------|------------------|------------|
| Cash              | \$ 2,144,754 | Accts Pay        | \$ 181,636 |
| Accts Rec         | 240,247      | Notes Pay        | 50,858     |
| Inventory         | 9,180        | Deferred Revenue | 7,500      |
| Deposit On        |              | Accruals         | 103,256    |
| Office Space      | 12,500       | Taxes            | 82,876     |
| Employee Advances | 225          | Grants Payable   | 300,000    |
| Grant Receivable  | 20,104       | Line Of Credit   | 319,000    |
| Prepaid           | 19,842       |                  |            |

|              |           |                       |           |
|--------------|-----------|-----------------------|-----------|
| Curr Assets  | 2,446,852 | Curr Liabs            | 1,045,126 |
| Fixt & Equip | 350,659   | Capital Lease Payable | 25,970    |
|              |           | TOTAL NET ASSETS      | 1,726,415 |

Total Assets 2,797,511 Total 2,797,511

From JAN 01 2007 to DEC 31 2007 annual sales \$6,875,650. Gross profit \$6,875,650; operating expenses \$6,199,495. Operating income \$676,155. Net income \$676,155.

Extent of audit, if any, not indicated.

--0--

Accounts receivable shown net less \$11,674 allowance.

On October 21, 2008, attempts to contact the management of this business have been unsuccessful. Outside sources confirmed operation and location.

#### CUSTOMER SERVICE

If you need any additional information, or have any questions regarding this report, please call our Customer Service Center at (800) 234-3867 from anywhere within the U.S. From outside the U.S., please call your local D&B office.

D&B has not fully revised this report since 10-27-08 and therefore it should not be considered a statement of existing fact. The payment, public filing and other information, when present, may refer to information obtained by D&B after the last full revision date. Such information may not relate to this business due to possible changes in ownership, control or legal status.

END OF COMPREHENSIVE REPORT

**Be alerted of significant changes to this business over the next 12 months.**

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<https://www.dnb.com/scripts/ProductRetriever.asp?CMID=IOD200036>

10/8/2010

January 1, 2009 - GTO

**D&B's Credit Limit Recommendation for  
D.C. Central Kitchen, Inc. (The).****D-U-N-S Number:** 61-527-8470**Address:** 425 2nd St NW, Washington, DC 20001 **Print** **Save To P.C.** **Help****Recommendation Date:****OCT 08 2010****Prepared For:****dcps****D&B's Recommendations:****Conservative Credit Limit:****\$15,000****Aggressive Credit Limit:****\$25,000****Risk category for this business: LOW**

Risk is assessed using D&B's scoring methodology and is one factor used to create the recommended limits. See [Help](#) for details.

**Note:** This recommendation will not be automatically stored in your online report archive. We suggest you print / save this recommendation to your P.C. before exiting this window. Please call 800.234.3867 if you need additional help.

**[Close Window](#)**



Decide with Confidence

## Payment Trends Profile

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Attn:  
dcpsReport Printed:  
OCT 08 2010
[About Payment Trends Profile](#)

Jump to more payment information below:

[Summary](#) | [PAYDEX Scores](#) | [Scores Comparison](#) | [PAYDEX Yearly Trend](#) | [Payment Habit](#) | [PAYDEX Explanation](#)
**Summary**
**D.C. CENTRAL KITCHEN, INC. (THE)****425 2nd St Nw****Washington, DC 20001****D-U-N-S Number:** 61-527-8470**Primary Industry SIC:** 8322
**Description:** Individual/family services, school/educational services
This is a **single** location.**PAYMENT ACTIVITY:****PAYMENT TREND:****Total Payment Experiences in D&B's File:**

25

**Current PAYDEX is:** **70**

equal to 15 days beyond terms

**Payments Within Terms:**  
(not dollar weighted)

92%

**Industry Median is:** **77**

equal to 5 days beyond terms

**Payment Trend currently is:****unchanged,** compared to payments three months ago**Total Placed For Collection:**

0

**Average Highest Credit:**

\$3,132

**Largest High Credit:**

\$10,000

**Highest Now Owing:**

\$5,000

**Highest Past Due:**

\$1,000

Indications of slowness can be the result of dispute over merchandise, skipped invoices, etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

## ② PAYDEX Scores - This Business

## 3- and 12- Month

Shows the D&B PAYDEX scores as calculated on the most recent 3 months and 12 months of payment experiences.

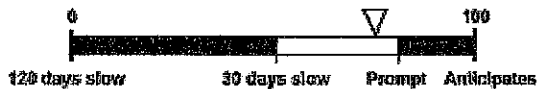
The D&B PAYDEX is a unique, dollar weighted indicator of payment performance based on up to 25 payment experiences as reported to D&B by trade references. A detailed explanation of how to read and interpret PAYDEX scores can be found at the end of this report.

**Jump to:** [How to Read the PAYDEX Score](#)

D.C. CENTRAL KITCHEN, INC. (THE) DUNS 61-527-8470

**3-Month D&B PAYDEX: 75**

When weighted by dollar amount, payments to suppliers average 8 days beyond terms.



Based on payments collected over last 3 months.

**12-Month D&B PAYDEX: 70**

When weighted by dollar amount, payments to suppliers average 15 days beyond terms.



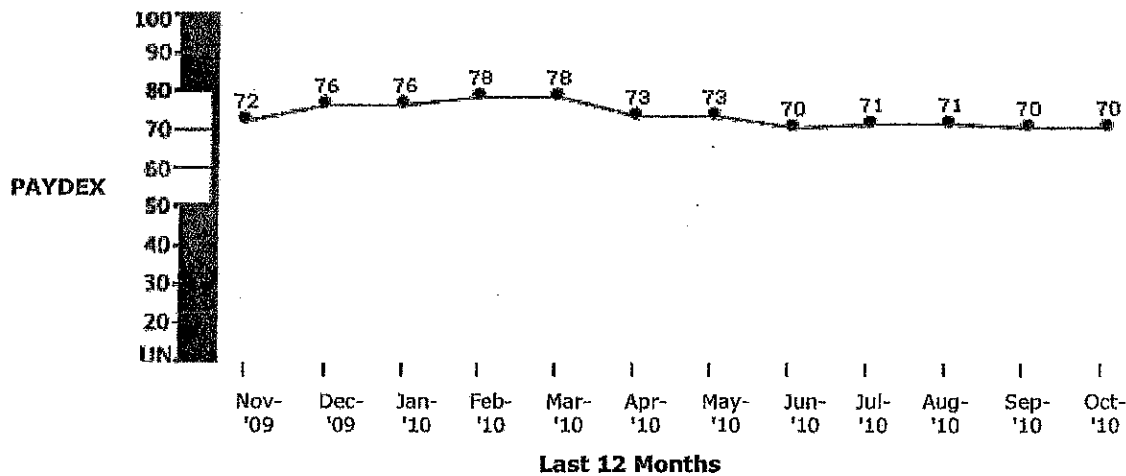
Based on payments collected over last 12 months.

## ② PAYDEX Yearly Trend - This Business

## 12 Months

Shows the trend in D&B PAYDEX scoring over the past 12 months.

D.C. CENTRAL KITCHEN, INC. (THE) DUNS 61-527-8470



Based on payments collected over the last 12 months.

- Current PAYDEX for this Business is 70, or equal to 15 days beyond terms
- The 12-month high is 78, or equal to 3 days beyond terms
- The 12-month low is 70, or equal to 15 days beyond terms

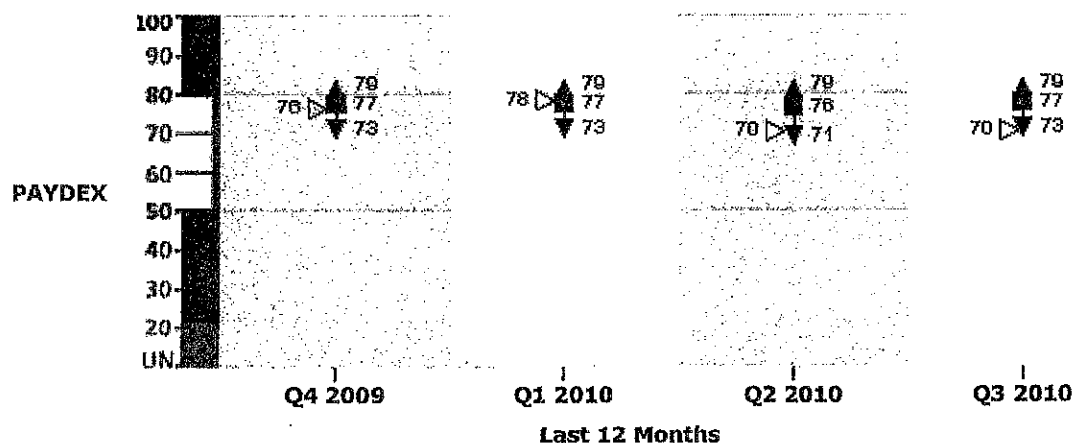
[Back to Top](#)

## ② PAYDEX Score Comparison - Business to Primary Industry

4 Quarters

Shows PAYDEX scores of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Individual/family services, school/educational services, based on SIC code 8322.

D.C. CENTRAL KITCHEN, INC. (THE) DUNS 61-527-8470



## Score Comparison Key:

▶ This Business

▲ Industry upper quartile

■ Industry median

▼ Industry lower quartile

- Current **PAYDEX** for this Business is **70**, or equal to 15 days beyond terms
- The present industry **median score** is **77**, or equal to 5 days beyond terms.
- Industry upper quartile represents the performance of the payers in the 75th percentile
- Industry lower quartile represents the performance of the payers in the 25th percentile

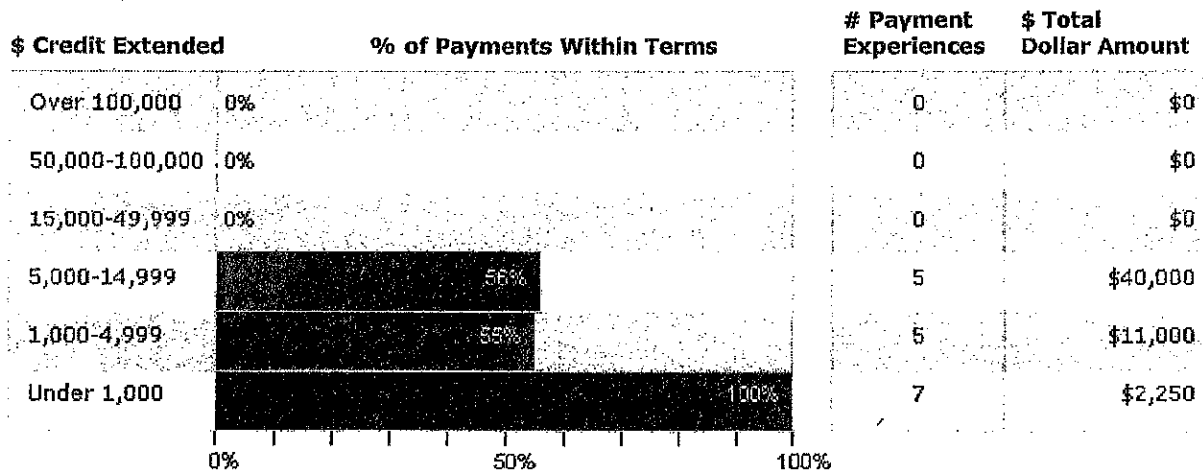
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## ② Business Payment Habit by Amount of Credit Extended

12 Months

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms. Provides number of experiences used to calculate the percentage, and the total dollar value of the credit extended.

D.C. CENTRAL KITCHEN, INC. (THE) DUNS 61-527-8470



Based on payments collected over the last 12 months.

Payment experiences reflect how bills are met in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc.

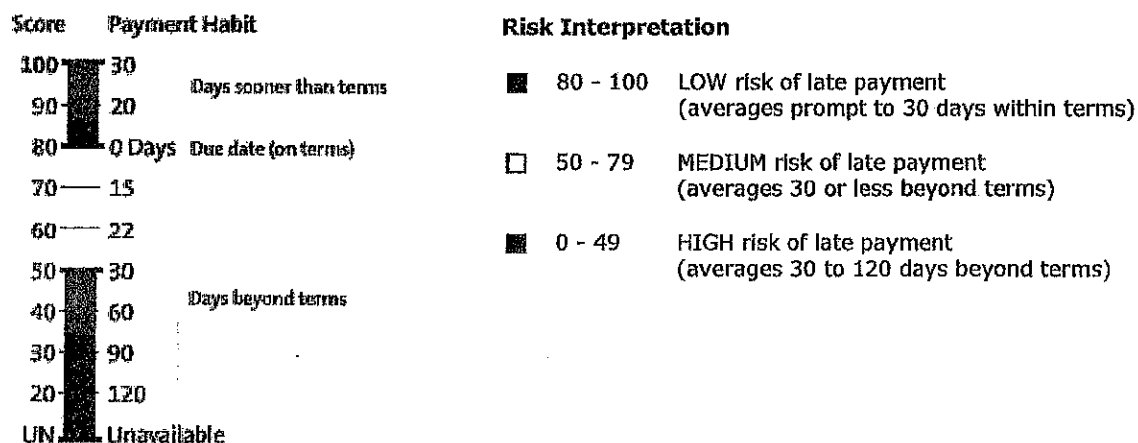
[Back to Top](#)



## ② How to Read the D&B PAYDEX Score

Use this key to help you interpret the D&B PAYDEX Score and meaning.

The D&B PAYDEX is a unique, dollar weighted indicator of a business' payment performance based on the total number of payment experiences in D&B's file.



### Related Resources and Help available from D&B

You may also be interested in this service from D&B:

#### Submit a Credit Reference on this Business

Is this business one of your customers? Provide a credit reference here

### Customer Service

#### Get Help from D&B:

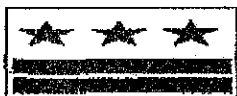
If you have questions about this report, please call our Customer Resource Center at 1.800.234.3867 from any where within the U.S., or send an email to [customersvc@dnb.com](mailto:customersvc@dnb.com).

If you are outside the U.S. contact your local D&B office.

#### Additional Decision Support Available

Additional D&B products, monitoring services and specialized investigations are available to help you evaluate this company or its industry. Call Dun & Bradstreet's Resource Center at 1.800.234.3867 from anywhere within the U.S. or visit our website at <http://www.dnb.com>

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GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BILATERAL MODIFICATION

Page No. 1 of 1 Page(s)

|                                     |                                    |  |  |
|-------------------------------------|------------------------------------|--|--|
| 1. CONTRACT NO:<br>GAGA-2010-C-0146 | 2. CONTRACT DATE:<br>July 29, 2010 | 3. MODIFICATION NO:<br><i>02 103</i><br><i>7/14/11</i> | 4. MODIFICATION DATE:<br>July 15, 2011 |
|-------------------------------------|------------------------------------|--|--|

5. CAPTION: Food Services Pilot Program From Scratch Meals

|  |   |
|--|---|
| 6. ISSUED TO: (Contractor)<br>DC Central Kitchen<br>425 2nd Street, NW<br>Washington, DC 20001<br>Tele: (240) 429-5684 Tele: (202) 266-2015<br>Fax: (202) 986-1051 | 7. ISSUING OFFICE:<br>DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS)<br>Office of Contracts and Acquisitions<br>1200 First Street, NE, 11 <sup>th</sup> Floor<br>Washington, DC 20002-4232<br>Tele: (202) 442-5111<br>Fax: (202) 442-5093 |
|--|---|

8. PROGRAM OFFICE: District of Columbia Public Schools (DCPS), Office of Food and Nutrition Services (OFNS)

Pursuant to Section 15 of the Government of the District of Columbia Standard Contract Provisions for use with District of Columbia Government Supplies and Services contracts dated March 2007, and 27 DCMR, Section 3601.2 the contract is hereby modified as follows:

- Section C.4.5 Exhibit 5 -- Targeted Locations and Participation and Section C.4.11 Exhibit 11 Targeted Participation show the Pilot Schools as: (1) Kelly Miller, (2) Thomas, (3) Burrville, (4) Aiton, (5) Kenilworth, (6) Marshall, (7) Prospect as schools participating in the pilot program. As a result of logistical issues 2 schools are being changed. Delete: (1) Marshall & (2) Prospect and Insert: (1) Walker Jones & (2) Deal.
- This modification is an Administrative change ONLY to the Base Year Contract Period of July 29, 2010 through July 28, 2011 as the estimated quantities and contract value have not been exhausted as shown in Statement of Work (Attachment A).

3. **RECAP OF FUNDS:**

|           | <u>Funding Period</u> | <u>Purchase Order No(s)</u>    | <u>Actual Disbursement</u> |
|-----------|-----------------------|--------------------------------|----------------------------|
| Base Year | 07/29/10 - 07/28/11   | PO336089 & PO350995 & PO357200 | \$1,367,698.04             |

ALL OTHER CONTRACT TERMS AND CONDITIONS REMAIN UNCHANGED

10. AMOUNT OF MODIFICATION: \$0.00 CURRENT VALUE OF CONTRACT: \$1,405,306.14  
CURRENT COMPLETION DATE: July 28, 2011

11. CONTRACTOR  
By: *[Signature]* Name: Glenda Cogneuch *7/14/11*  
Signature of Authorized Representative Title: CFO Date

12. ACCEPTANCE BY THE GOVERNMENT OF THE DISTRICT OF COLUMBIA  
*[Signature]* Name: \_\_\_\_\_ 7/14/11  
Signature Title: Contracting Officer Date

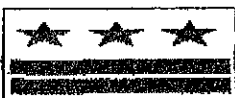
Case File  
DC023

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GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BILATERAL MODIFICATION

Page No. 1 of 1 Page(s)

|                                     |                                    |  |  |
|-------------------------------------|------------------------------------|--|--|
| 1. CONTRACT NO:<br>GAGA-2010-C-0146 | 2. CONTRACT DATE:<br>July 29, 2010 | 3. MODIFICATION NO:<br>05 C.2 103<br>7/14/11 | 4. MODIFICATION DATE:<br>July 15, 2011 |
|-------------------------------------|------------------------------------|--|--|

5. CAPTION: Food Services Pilot Program From Scratch Meals

|  |   |
|--|---|
| 6. ISSUED TO: (Contractor)<br>DC Central Kitchen<br>425 2nd Street, NW<br>Washington, DC 20001<br>Tele: (240) 429-6084 Tele: (202) 266-2015<br>Fax: (202) 986-1051 | 7. ISSUING OFFICE:<br>DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS)<br>Office of Contracts and Acquisitions<br>1200 First Street, NE, 11 <sup>th</sup> Floor<br>Washington, DC 20002-4232<br>Tele: (202) 442-5111<br>Fax: (202) 442-5093 |
|--|---|

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- Section C.4.5 Exhibit 5 – Targeted Locations and Participation and Section C.4.11 Exhibit 1.1 Targeted Participation show the Pilot Schools as: (1) Kelly Miller, (2) Thomas, (3) Burrville, (4) Aiton, (5) Kenilworth, (6) Marshall, (7) Prospect as schools participating in the pilot program. As a result of logistical issues 2 schools are being changed. Delete: (1) Marshall & (2) Prospect and Insert: (1) Walker Jones & (2) Deal.
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3. **RECAP OF FUNDS:**

|           | <u>Funding Period</u> | <u>Purchase Order No(s)</u>    | <u>Actual Disbursement</u> |
|-----------|-----------------------|--------------------------------|----------------------------|
| Base Year | 07/29/10 – 07/28/11   | PO336089 & PO350995 & PO357200 | \$1,367,698.04             |

ALL OTHER CONTRACT TERMS AND CONDITIONS REMAIN UNCHANGED

10. AMOUNT OF MODIFICATION: \$0.00 CURRENT VALUE OF CONTRACT: \$1,405,306.14  
CURRENT COMPLETION DATE: July 28, 2011

11. CONTRACTOR  
By: [Signature] Name: Glenda Cogneuch Date: 7/19/11  
Signature of Authorized Representative Title: CFD

12. ACCEPTANCE BY THE GOVERNMENT OF THE DISTRICT OF COLUMBIA  
[Signature] Name: \_\_\_\_\_ Date: 7/14/11  
Signature Title: Contracting Officer

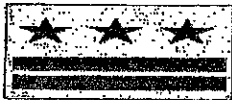
Case File  
DC023

Contractor

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Using Agency

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GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BILATERAL MODIFICATION

Page No. 1 of 1 Page(s)

|                                     |                                    |                           |   |
|-------------------------------------|------------------------------------|---------------------------|---|
| 1. CONTRACT NO:<br>GAGA-2010-C-0146 | 2. CONTRACT DATE:<br>July 29, 2010 | 3. MODIFICATION NO:<br>04 | 4. MODIFICATION DATE:<br>August 1, 2011 |
|-------------------------------------|------------------------------------|---------------------------|---|

5. CAPTION: Food Services Pilot Program From Scratch Meals

6. ISSUED TO: (Contractor)

DC Central Kitchen  
425 2nd Street, NW  
Washington, DC 20001  
Tele: (240) 429-5684 Tele: (202) 266-2015  
Fax: (202) 986-1051

7. ISSUING OFFICE:

DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS)  
Office of Contracts and Acquisitions  
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1. Section C.4.5 Exhibit 5 -- Targeted Locations and Participation and Section C.4.11 Exhibit 11 Targeted Participation show the Pilot Schools as: (1) Kelly Miller, (2) Thomas, (3) Burrville, (4) Alton, (5) Kenilworth, (6) Marshall, (7) Prospect as schools participating in the pilot program. As a result of logistical issues 2 schools are being changed. Delete: (1) Marshall & (2) Prospect and insert: (1) Walker Jones & (2) Deal.

2. This modification is an Administrative change ONLY to the Option Year Contract Period of July 29, 2011 through July 28, 2012 in conjunction with the Statement of Work ("SOW") ("Attachment A").

3. A 10% over par (average meal participation rate) is being guaranteed by DCPS OFNS to DC Central Kitchen based on pars that are established and verified by DCPS once per month. Statement of Work ("SOW") ("Attachment A").

4. RECAP OF FUNDS:

|             | <u>Funding Period</u> | <u>Purchase Order No(s)</u> | <u>Actual Disbursement</u> |
|-------------|-----------------------|-----------------------------|----------------------------|
| Option Year | 07/29/11-07/28/12     | PO367531                    | \$222,284.42               |

ALL OTHER CONTRACT TERMS AND CONDITIONS REMAIN UNCHANGED

10. AMOUNT OF MODIFICATION: \$0.00 CURRENT VALUE OF CONTRACT: \$1,333,706.04  
CURRENT COMPLETION DATE: July 28, 2012

11. CONTRACTOR

By:

Signature of Authorized Representative

Name:

Title:

Glenda Cogneau  
CFO

Date

12. ACCEPTANCE BY THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

Signature

Name:

Title:

LAVEN HILTON

Contracting Officer

Date

Case File  
DC023

Contractor

PSD

Using Agency

3/97

**“Attachment A”**

**DCPS Statement of Work**  
**Office of Food and Nutrition Services**

**DC Central Kitchen, Option Year Meals and School Location Modifications**

**Introduction**

DCPS Office of Food and Nutrition Services (OFNS) has a need to modify the DC Central Kitchen From-Scratch Meal Service vendor contract, GAGA-2010-C-0146, to apply to all subsequent option years (1-4).

On July 29, 2010, DC Central Kitchen (DCK) was awarded a contract to provide 'From-Scratch' meal services to seven school sites: Alton Elementary School, Burrville Elementary School, Kenilworth Elementary School, Marshall Elementary School, Thomas Elementary School, Prospect Learning Center, and Kelly Miller Middle School. All meals were produced on-site at Kelly Miller Middle School and delivered to the six satellite sites.

For the contract's option years(beginning July 29, 2011), DCPS will modify DCK's configuration, replacing Marshall Elementary School and Prospect Learning Center with Walker Jones Education Campus and Deal Middle School in coordination with the base year summer school modification, which was effectuated on June 27, 2011.

Additionally, DCPS will provide production guarantees for the Breakfast in the Classroom (BIC) program and the After School Supper Program. During the base year of the contract, Breakfast in the Classroom and After School Supper attendance fluctuations caused DCK to frequently over produce breakfast and supper meals. Unlike standard lunch and breakfast service, accountability for Breakfast in the Classroom and After School Supper is taken by DCPS school staff (Teachers and After School Coordinators). Changes in enrollment were not communicated to DCK by DCPS school staff on a regular basis, limiting their ability to modify the number of meals produced to match the actual program or classroom enrollment.

**Justification**

During the execution of the Base Year of DCKs contract dated from July 29, 2010 through July 28, 2011 DCK experienced excessive difficulty operating the most geographically remote schools from the Kelly Miller production hub. The Schools are (1) Marshall ES (Ward 5) and (2) Prospect LC (Ward 6), It has been proven to be more costly and time consuming for DCK to operate these school locations under the production of the satellite-kitchen-school model as a result of additional transportation costs for the 2010-11 school year,

The revised configuration will support more streamlined operations and a more cost effective application of the "From-Scratch" Model. Walker Jones (Ward 6) and Deal (Ward 3) both have kitchens that can support From-Scratch Model. Additionally, configuration will give DCK experience operating all types of DCPS kitchens, "self cook", "satellite", and "production".

DCK's contract contains lists of estimated meal quantities for the base year of the contract. When comparing estimated and actual meals claimed, the estimate exceeds the actual amount consumed for both breakfast and lunch. This supports DC Central Kitchen providing summer meal service during the base year period of meal service (25 days of summer programming to its school sites).

*Breakfast in the Classroom Guarantee*

Breakfast in the Classroom (BIC) production pars (average meal participation rates) shall be established within one month of school opening. DCK shall produce no more than 10% over par to ensure all students receive breakfast. DCPS will reimburse DCK for all meals produced according to par that were not accounted for in the WebSMARTT Point-of-Sale system. Pars shall be recalculated by DCK once per month and will be verified by DCPS

*After School Supper Guarantee*

After School Supper production pars (average meal participation rates) shall be established within one month and is subject to DCPS verification of school opening. DCK shall produce no more than 10% over par to ensure all students receive supper. DCPS will reimburse DCK for all meals produced according to par that were not accounted for in the WebSMARTT Point-of-Sale system. Pars shall be recalculated by DCK once per month and will be verified by DCPS.

## **Schein, Donna (DCPS)**

---

**From:** Glenda Cognevich [gcognevich@dccentralkitchen.org]  
**Sent:** Monday, August 08, 2011 11:16 AM  
**To:** Campbell, Lisa (DCPS); Michael Curtin  
**Cc:** Bazemore, Glorious (OCA); Mills, Jeffrey (DCPS); Reichel, Paula (DCPS); Schein, Donna (DCPS); Barone, Richard (DCPS)  
**Subject:** RE: Modification No.4 - Summer Meals - Option Year One  
**Attachments:** 2011-2012 DCPS Performa Revision 3- 6 10 11.xls

Hi Lisa,

Please see the narrative below and the attached cost proposal.

### **Introduction**

DC Central Kitchen was awarded contract GAGA-2010-C-0146 in July 2010 to provide 'from-scratch meal services to seven school sites: Aiton Elementary School, Burrville Elementary School, Kenilworth Elementary School, Marshall Elementary School, Thomas Elementary School, Prospect Learning Center, and Kelly Miller Middle School. All meals were produced on-site at Kelly Miller Middle School and delivered to the six satellite sites.

For the contract's option years(beginning June 2011), DCPS will modify DCK's configuration, replacing Marshall Elementary School and Prospect Learning Center with Walker Jones Education Campus and Deal Middle School.

### **Per Meal Price Increase Justification**

DCK has faced costs in providing meal service that greatly exceeded their initial projection. 'From-scratch' meal production required significantly more staff than was believed, particularly at the Kelly Miller production site. In addition, additional staff and/or staff hours were needed at the satellite schools to facilitate mandatory food programs including breakfast in the classroom, Head Start family style meals, and the USDA fresh fruit and vegetable program.

Under the option year 1 modification, DCK will require more staff to service Deal MS and Walker Jones EC than was utilized at Prospect LC and Marshall ES. Deal MS and Walker Jones EC will both be "self cook" sites, meaning they will produce meals onsite for each school's students, whereas Prospect LC and Marshall ES were satellite sites that didn't have cooks on staff. In addition, Deal MS and Walker Jones EC both have three serving lines (including salad bars), whereas Prospect LC and Marshall ES each have one. Each serving line requires at least one staff member to plate meals and one staff member to take accountability.

DCK will be working with the Walker Jones Urban Farm staff on coordinating their experiential educational lessons with cafeteria food service. This will require an additional time commitment from DCK management and hourly school-based staff.

In addition, the cost of food, particularly locally sourced food, has increased greatly over the last year. Because DCK produces high-quality, from-scratch meals with locally-sourced meal components, their food costs are significantly higher than the other food vendors. Next year, they will also be required to procure produce for salad bars at two of their schools, which will increase the amount of locally sourced vegetables they purchase.

Thanks,

Glenda Cognevich  
Chief Financial Officer  
DC Central Kitchen  
425 2nd Street NW  
Washington, DC 20001  
202-266-2019 (direct line)  
202-986-1051 (fax)

**From:** Campbell, Lisa (DCPS) [mailto:lisa.campbell4@dc.gov]

**Sent:** Thursday, August 04, 2011 7:04 PM

**To:** Glenda Cognevich; Michael Curtin

**Cc:** Bazemore, Glorious (OCA); Mills, Jeffrey (DCPS); Reichel, Paula (DCPS); Schein, Donna (DCPS); Barone, Richard (DCPS)

**Subject:** RE: Modification No.4 - Summer Meals - Option Year One

Hi Glenda,

I should have requested that you confirm receipt of the email from yesterday and plan on responding within the designated timeframe.

Thanks and have a wonderful evening....

*Ms. Lisa Campbell*

*Senior Contract Specialist*

*District of Columbia Public Schools*

*Office of Contracts and Acquisitions*

*1200 First Street, NE, 11th Floor*

*Washington, DC 20002*

*Lisa.Campbell4@dc.gov*

*202.698.1050*

*202.442.5093 fax*

**From:** Campbell, Lisa (DCPS)

**Sent:** Wednesday, August 03, 2011 8:46 PM

**To:** 'Glenda Cognevich'; Michael Curtin

**Cc:** Bazemore, Glorious (OCA); Mills, Jeffrey (DCPS); Reichel, Paula (DCPS); Schein, Donna (DCPS); Barone, Richard (DCPS)

**Subject:** RE: Modification No.4 - Summer Meals - Option Year One

Good Evening Glenda,

I have received an update from the Office of Food and Nutrition Services regarding your contract and the costs associated therewith. It is my understanding that there are issues surrounding losses due to increased costs and some other important factors. At this time, I would like to request a narrative of your situation as well as a proposal supporting the narrative.

Upon receipt I will review and discuss with my Contracting Officer. You can expect that shortly thereafter I will contact you for a meeting about the most appropriate course of action. I would like to have you submit your documentation by Thursday, August 10, 2011.

I look forward to hearing from you and have a wonderful evening.




*Ms. Lisa Campbell*  
*Senior Contract Specialist*

*District of Columbia Public Schools*  
*Office of Contracts and Acquisitions*  
*1200 First Street, NE, 11th Floor*  
*Washington, DC 20002*  
*Lisa.Campbell4@dc.gov*  
*202.698.1050*  
*202.442.5093 fax*

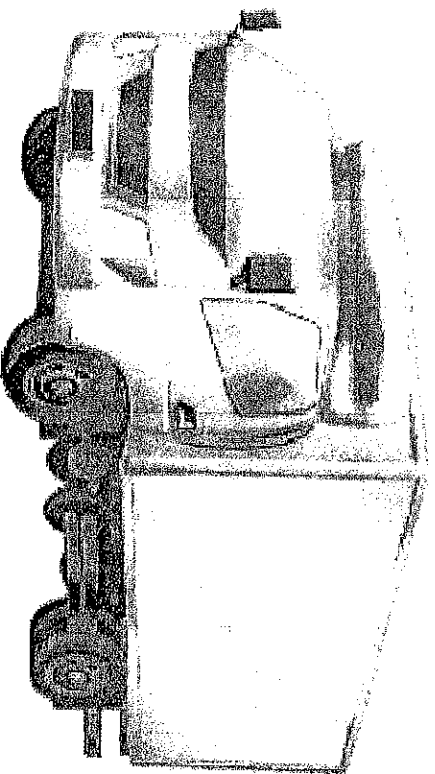
***"One City Summer Fun ... Something for Everyone"***

Mayor Gray's comprehensive summer program with fun activities, events and services for residents of all ages  
For more information visit [www.onecitysummer.dc.gov](http://www.onecitysummer.dc.gov) or call 311



# ARMORED SERVICE PICK-UP TRAINING

(THE RED BOOK)





## ARMORED SERVICE TRAINING CONTENT

- Completing the Bank Deposit Ticket.
- Completing the Bank Deposit Bag.
- Completing the Armored Service (Red Book)
- Armored Service Pick-up.

## **Step 1:**

### **Complete a pre-encoded deposit ticket**

Deposit tickets will be encoded with the location name and a unique identifier number.

(SEND ORIGINAL TOP COPY TO THE BANK) (WHITE COPY)

**DEPOSIT**

# DEPOSIT TICKET EXHIBIT (1)

[illegible]

## Step 2:

### Bank Depository Bag:

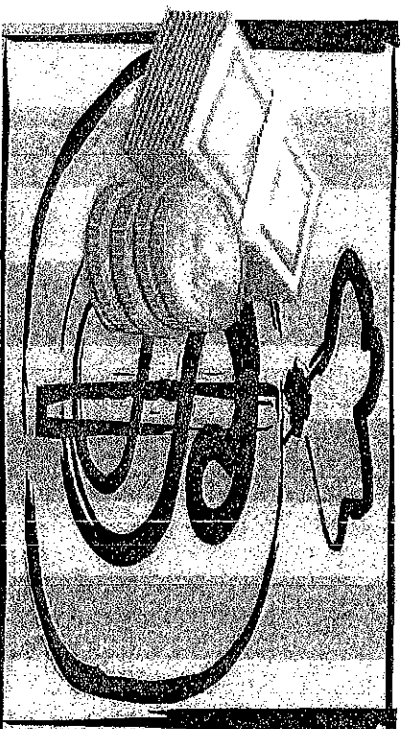
Top: Complete the senders information

- Customer Name
- Location
- **Omit the Account #**
- Date
- Amount the deposit said to contain \$

Bottom:

- Complete the bank name and address

INSERT THE CASH INTO THE BAG



# Cash Deposit Bag EXHIBIT (2)

092670560

5/01/04

CUSTOMER NAME D.L. Public School

SIGNATURE [Signature]

ACCOUNT 1834 School Meals

DATE 5/1/2011

DEPOSIT AMOUNT \$ 100

ENDORSEMENTS

Michelle Cook

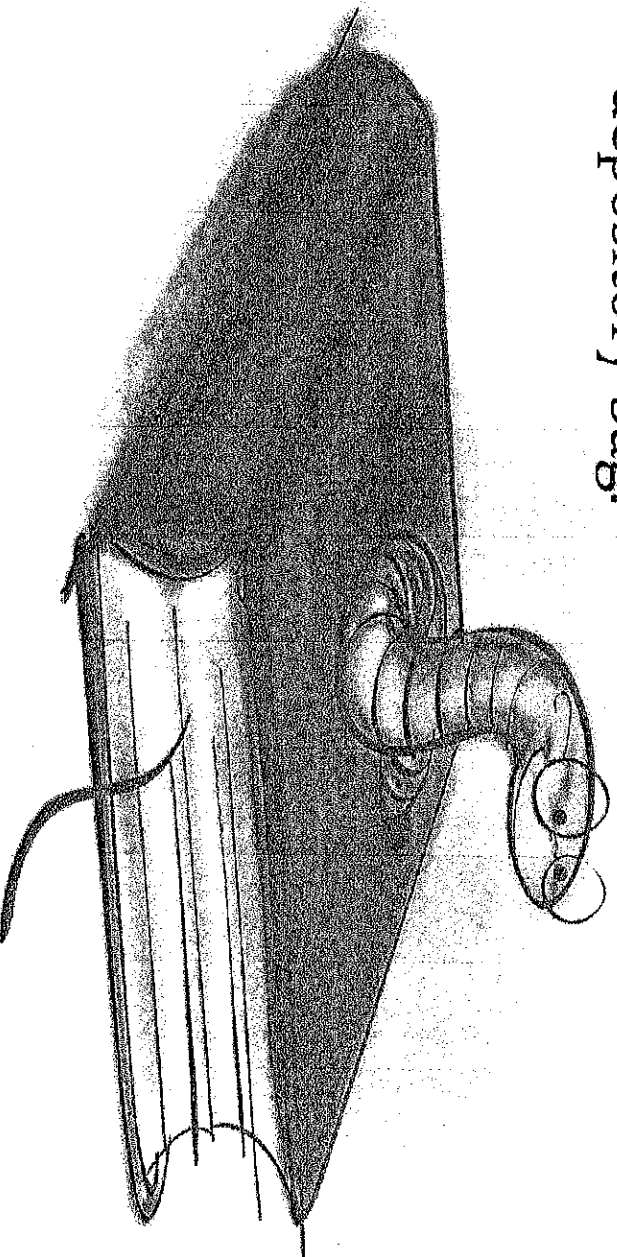
Cash from 1834 Meals

## Step 3:

Complete the Armored Service Red

Book:

- Log the bag number
- Log the description (Cash/Checks)
- Log the amount
- Remove and attach the barcode label to the depository bag.





# Deposit Log Book

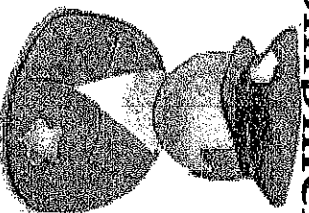
| PLATE NUMBER | DESCRIPTION | AMOUNT | ACQUITTANCE | DATE | TIME | PLATE TYPE |
|--------------|-------------|--------|-------------|------|------|------------|
| CA 26/10560  | LAST        | 1.00   |             |      |      | VA431711   |
|              |             |        |             |      |      | VA431712   |
|              |             |        |             |      |      | VA431713   |
|              |             |        |             |      |      | VA431714   |
|              |             |        |             |      |      | VA431715   |
|              |             |        |             |      |      | VA431716   |
|              |             |        |             |      |      | VA431717   |
|              |             |        |             |      |      | VA431718   |
|              |             |        |             |      |      | VA431719   |
|              |             |        |             |      |      | VA431720   |
|              |             |        |             |      |      | VA431721   |
|              |             |        |             |      |      | VA431722   |

Forwarded to Mr. Allen as requested, 4/25, 1968  
 CANNON, ROBERT  
 The following information is being furnished to the Bureau for information and for use in connection with the investigation of the assassination of President John F. Kennedy. It is requested that you advise this Bureau of any developments which may be of assistance in the investigation of the assassination of President John F. Kennedy. It is requested that you advise this Bureau of any developments which may be of assistance in the investigation of the assassination of President John F. Kennedy.

## **Step 4:**

Transfer the depository bag/s to the Armored Courier

- The courier will scan the location cards.
- Verify the logged items.
- Sign, date and indicate the time of pick up.
- Your process is complete.
- **Note:**
- If the courier arrives and you do not have a outgoing deposit the courier "MUST" scan your location cards to indicate "No outgoing shipment".





OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF FINANCE AND TREASURY  
POLICY AND PROCEDURE  
DCPS RECONCILIATION OF CAFETERIA REVENUE COLLECTION, RECORDING AND REPORTS

**OBJECTIVE**

The objective of the policy and procedure related to reconciliation and recording of revenue collected by DCPS cafeteria sales:

- 1 Ensure the controls for revenue collections of cafeteria sales are established.
- 2 Ensure the accounting and administrative controls surrounding the collection of revenue are addressed.
- 3 Ensure the reconciliation and recording of assets and liabilities are properly performed in accordance with all the laws and regulations of the District of Columbia Government

**END OF DAY PROCEDURE**

**Reconciliation**

The cafeteria manager is responsible for reconciliation of total revenue collected. Once the final cafeteria lunch period has ended for the day, the cafeteria manager will reconcile the cash drawer. In order to exercise dual control, the cafeteria manager along with a cashier as witness, will oversee the reconciliation process. The cafeteria manager must record the transaction from that day's cafeteria sales onto WebSMARTT **Bank Deposit Bag Tracking** report (see attachment A) as well as complete a bank deposit ticket. The bank deposit ticket and deposit bag must be prepared following the final lunch period. The deposit ticket and sealed deposit bag must be placed inside the cafeteria office vault awaiting armor car pickup.

**Reporting**

Reporting will begin, immediately following the final lunch period for that day; the cafeteria manager will complete an **End of Day report**; which includes Edit Check; Item Sales and the Sales & Meal Count reports (see attachment B1-B4). These reports account for the sales and revenue activity that occurred on that business day. On a daily basis, the reports will be signed by the cafeteria manager and the cashier who witnessed the reconciliation. On a monthly basis, the cafeteria manager will forward that month's reports along with the bank deposit ticket to your corresponding vendor and DCPS/OCFO finance personnel, in the following manner;

- End of Day Report with the pink copy of bank deposit ticket forwarded to:

Chartwells/Thompson  
Attn: DC Public Schools, FNS  
3535 V Street, NE  
Washington, DC 20018

or MidAtlantic/Washington DC Culinary Center or  
Attn: DC Public Schools, FNS  
6219 Columbia Park Rd.  
Cheverly, MD 20785

DC Central Kitchen  
Attn: DC Public Schools, FNS  
425 2<sup>nd</sup> Street, NW  
Washington, DC 20001

- End of Day Report with the yellow copy of bank deposit tickets forwarded to:

Office of Chief Financial Office  
District of Columbia Public School  
Attn: John Nitz  
1200 First Street, NE  
11<sup>th</sup> Floor  
Washington, DC 20002

Note: It's the responsibility of the cafeteria manager to document any error(s) that have occurred with revenue collections during the breakfast and lunch period on the End of Day report. All error report(s) will be forwarded to the attention there designated vendor. It's the vendor's responsibility to document the error(s) and bring it to the attention of designated FNS and DCPS/OCFO finance staff.

### **DAILY RECONCILIATIONS**

DCPS/OCFO staff is assigned the responsibility of performing these functions. In order to accurately reconcile revenue collected through cafeteria sales the following functions must be performed daily:

1. The reconciliation must be performed monthly after receiving all of the **End of the Day reports**, bank deposit tickets (yellow copy) and the bank statements. The Sales & Meal Count report will be used to identify various forms of revenue collected, i.e. cash, check, online payments. A Cash Journal report should be generated from Winsnap, the Cash Journal report will give monthly view of all revenue collected via the WebSMARTT cashiering system; these documents will be used to reconcile the actual revenue collected in WebSMARTT.
2. The DCPS/OCFO staff responsible for reconciliation will generate a **District-Wide Cash Journal** report in WebSMARTT to verify each deposit outlined in the **End of Day report** and bank deposit tickets (yellow copy).
3. The **End of Day report**, bank deposit ticket (yellow copy) and the End of Day reports must be attached to the journal entry and recorded in the financial accounting system (SOAR) to reflect the actually revenue collected from cafeteria sales.

## Bank Deposit Bag Tracking

Page 1

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site:

| Date | Deposit | Bank Bag # | Deposit Slip # | Bank Amount | Over(Short) | Pickup Date            |
|------|---------|------------|----------------|-------------|-------------|------------------------|
|      |         |            |                |             |             | Has NOT been picked up |

Total Deposit Not Picked Up:

Edit Check

Page 1

Site: Central Office 11-12

Date Range: 05/02/11 to 05/02/11

Session: All

Site:

Program:

| Date | Enrollment | ATF | Free  |                |       | Reduced |                |       | Paid  |                |       | Total Claimed | Daily Attend Flag |
|------|------------|-----|-------|----------------|-------|---------|----------------|-------|-------|----------------|-------|---------------|-------------------|
|      |            |     | Elig. | Elig. X<br>ATF | Claim | Elig.   | Elig. X<br>ATF | Claim | Elig. | Elig. X<br>ATF | Claim |               |                   |
|      |            |     |       |                | 1     |         |                | 0     |       |                | 0     | 1             |                   |
| Days |            |     |       |                |       |         |                |       |       |                |       |               |                   |

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: |      |         |      |
| % Eligible:          | 1    | 0       | 1    |
| % AF Eligible:       | 1    | 0       | 1    |

Signature

Date

Cashier Manager

Witness (Cashier)

Date

**Item Sales**

Page 1

|                            |             |       |   |   |                                  |   |       |       |       |              |       |                   |            |          |  |
|----------------------------|-------------|-------|---|---|----------------------------------|---|-------|-------|-------|--------------|-------|-------------------|------------|----------|--|
| Site: Central Office 11-12 |             |       |   |   | Date Range: 05/02/11 to 05/02/11 |   |       |       |       | Session: All |       |                   |            |          |  |
| Site:                      |             |       |   |   |                                  |   |       |       |       |              |       |                   |            |          |  |
| Session Date:              |             |       |   |   | Quantity Sold                    |   |       |       |       |              |       |                   |            |          |  |
| Session Type:              |             |       |   |   | A la Carte                       |   |       |       |       | Earned Meals |       | Earned A la Carte |            | Adjusted |  |
| Item                       | Description | Total | F | R | P                                | A | Stud. | Adult | Stud. | Adult        | Stud. | Adult             | A la Carte | Meal     |  |

## Sales and Meal Counts

Page 1

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site: 0471 Ellington School of the Arts

Days: 1

## I. Operating Revenue

|                      | Breakfast   |                 |                 |               |        | Lunch       |                 |                 |               |          |
|----------------------|-------------|-----------------|-----------------|---------------|--------|-------------|-----------------|-----------------|---------------|----------|
|                      | POS<br>Cash | Partial<br>Cash | Meal<br>Credits | Acct.<br>Cash | Total  | POS<br>Cash | Partial<br>Cash | Meal<br>Credits | Acct.<br>Cash | Total    |
| Free Meals:          | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Reduced Meals:       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Paid Meals:          | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$15.00     | \$0.00          | \$0.00          | \$67.50       | \$82.50  |
| Student Meals:       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$15.00     | \$0.00          | \$0.00          | \$67.50       | \$82.50  |
| Free Second:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Reduced Second:      | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Paid Second:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Student Second:      | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Free A la Carte:     | \$0.00      |                 |                 | \$0.00        | \$0.00 | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Reduced A la Carte:  | \$0.00      |                 |                 | \$0.00        | \$0.00 | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Paid A la Carte:     | \$0.00      |                 |                 | \$0.00        | \$0.00 | \$7.85      |                 |                 | \$0.00        | \$7.85   |
| Student A la Carte:  | \$0.00      |                 |                 | \$0.00        | \$0.00 | \$7.85      |                 |                 | \$0.00        | \$7.85   |
| Adult Meals:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$13.75     | \$0.00          | \$0.00          | \$0.00        | \$13.75  |
| Adult Second:        | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00   |
| Adult A la Carte:    | \$0.00      |                 |                 | \$0.00        | \$0.00 | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Adult Total:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$13.75     | \$0.00          | \$0.00          | \$0.00        | \$13.75  |
| Total (without Tax): | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$35.85     | \$0.00          | \$0.00          | \$67.50       | \$104.10 |
| Sales Tax:           | \$0.00      |                 |                 | \$0.00        | \$0.00 | \$0.00      |                 |                 | \$0.00        | \$0.00   |
| Total (with Tax):    | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 | \$36.85     | \$0.00          | \$0.00          | \$67.50       | \$104.10 |

## II. Participation

| Reimbursable Meals / Breakfast |             |                  |               |        |       | Reimbursable Meals / Lunch |             |                  |               |        |       |
|--------------------------------|-------------|------------------|---------------|--------|-------|----------------------------|-------------|------------------|---------------|--------|-------|
|                                | POS<br>Cash | Acct.<br>Credits | Acct.<br>Cash | Earned | Total |                            | POS<br>Cash | Acct.<br>Credits | Acct.<br>Cash | Earned | Total |
| Free Meals:                    | 24          | 0                | 0             | 0      | 24    |                            | 71          | 0                | 0             | 0      | 71    |
| Reduced Meals:                 | 12          | 0                | 0             | 0      | 12    |                            | 14          | 0                | 0             | 0      | 14    |
| Paid Meals:                    | 54          | 0                | 0             | 0      | 54    |                            | 10          | 0                | 45            | 0      | 55    |
| Total Student Meals:           | 104         | 0                | 0             | 0      | 104   |                            | 95          | 0                | 45            | 0      | 140   |

| Non-reimbursable Meals / Breakfast |       |        |                     |                          |                       | Non-reimbursable Meals / Lunch |       |  |       |        |                     |                          |                       |                |       |
|------------------------------------|-------|--------|---------------------|--------------------------|-----------------------|--------------------------------|-------|--|-------|--------|---------------------|--------------------------|-----------------------|----------------|-------|
|                                    | Meals | Earned | Pos.<br>POS<br>Cash | Sec.<br>Acct.<br>Credits | Sec.<br>Acct.<br>Cash | Sec.<br>Earned                 | Total |  | Meals | Earned | Pos.<br>POS<br>Cash | Sec.<br>Acct.<br>Credits | Sec.<br>Acct.<br>Cash | Sec.<br>Earned | Total |
| Adult Meals:                       | 0     | 0      | 0                   | 0                        | 0                     | 0                              | 0     |  | 0     | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Free Meals:                        | 0     | 0      | 0                   | 0                        | 0                     | 0                              | 0     |  | 0     | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Reduced Meals:                     | 0     | 0      | 0                   | 0                        | 0                     | 0                              | 0     |  | 0     | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Paid Meals:                        | 0     | 0      | 0                   | 0                        | 0                     | 0                              | 0     |  | 0     | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Total Student Meals:               | 0     | 0      | 0                   | 0                        | 0                     | 0                              | 0     |  | 0     | 0      | 0                   | 0                        | 0                     | 0              | 0     |

## III. Credit

|           | Breakfast |         |        |        |        | Lunch  |         |         |        |         |
|-----------|-----------|---------|--------|--------|--------|--------|---------|---------|--------|---------|
|           | Free      | Reduced | Paid   | Adult  | Total  | Free   | Reduced | Paid    | Adult  | Total   |
| Repaid:   | \$0.00    | \$0.00  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00  | \$10.50 | \$0.00 | \$10.50 |
| Extended: | \$0.00    | \$0.00  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00  | \$66.00 | \$0.00 | \$66.00 |



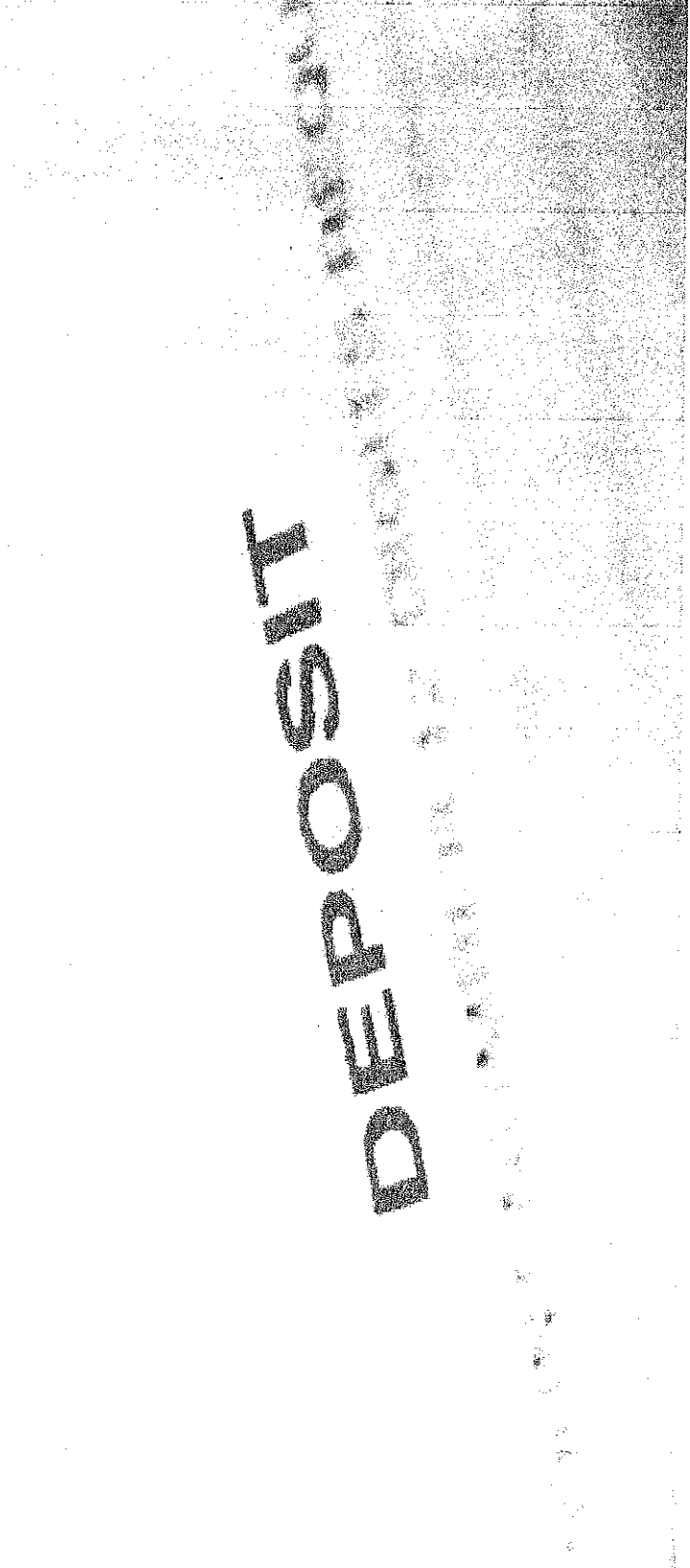


## **Step 1:**

### **Complete a pre-encoded deposit ticket**

Deposit tickets will be encoded with the location name and a unique identifier number.

(SEND ORIGINAL TOP COPY TO THE BANK) (WHITE COPY)



**DEPOSIT**

# DEPOSIT TICKET EXHIBIT (1)

LEONARD J. SPENCER  
4551 N. 1st Avenue East, Orem, UT 84057, 801-223-1111

LEWIS & CLARK

**Washington Bank**  
 341 Madison St., Washington, D.C.

DATE \_\_\_\_\_

GN218K  
1638162

DCPS KRAMER MIDDLE SCHOOL #314  
1700 Q STREET, SE  
WASHINGTON, DC 20024

TOTAL DEPOSIT

100

10

11-000314 45452

| CURRENCY COUNT         |   | DOLLARS | CENTS |
|------------------------|---|---------|-------|
| X 100                  |   |         |       |
| X 50                   |   |         |       |
| X 20                   |   |         |       |
| X 10                   |   |         |       |
| X 5                    |   |         |       |
| X 1                    |   |         |       |
| TOTAL CURRENCY COUNT   | 1 | 1       | 00    |
| TOTAL FROM OTHER BANKS |   |         |       |
| 7                      |   |         |       |
| 8                      |   |         |       |
| 9                      |   |         |       |
| 6                      |   |         |       |
| 7                      |   |         |       |
| 8                      |   |         |       |
| 9                      |   |         |       |
| 10                     |   |         |       |
| 11                     |   |         |       |
| 12                     |   |         |       |
| 13                     |   |         |       |
| 14                     |   |         |       |
| 15                     |   |         |       |
| 16                     |   |         |       |
| 17                     |   |         |       |
| 18                     |   |         |       |
| 19                     |   |         |       |
| 20                     |   |         |       |
| 21                     |   |         |       |
| 22                     |   |         |       |
| 23                     |   |         |       |
| 24                     |   |         |       |
| 25                     |   |         |       |
| 26                     |   |         |       |
| 27                     |   |         |       |
| 28                     |   |         |       |
| 29                     |   |         |       |
| 30                     |   |         |       |
| TOTAL \$               | 1 | 00      |       |

TOTAL DEPOSIT

DCPS KRAMER MIDDLE SCHOOL #314  
1701 O STREET SE

PLEASE ENTER TOTAL HERE

## Step 2:

### Bank Depository Bag:

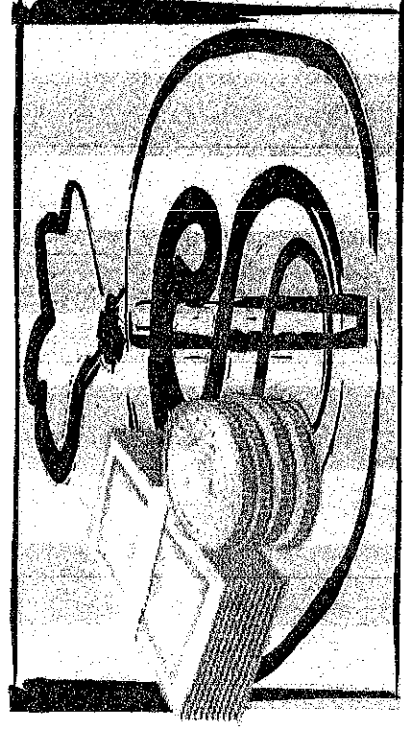
Top: Complete the senders information

- Customer Name
- Location
- **Omit the Account #**
- Date
- Amount the deposit said to contain \$

Bottom:

- Complete the bank name and address

INSERT THE CASH INTO THE BAG



**WARNING** CH2670560

**SINLOK**

CUSTOMER NAME D.C. Public School  
STORE LOCATION 1234 School Ave SW  
ACCOUNT# \_\_\_\_\_  
DATE 8/4/2011  
DEPOSIT SAID TO CONTAIN \$ \$ 100

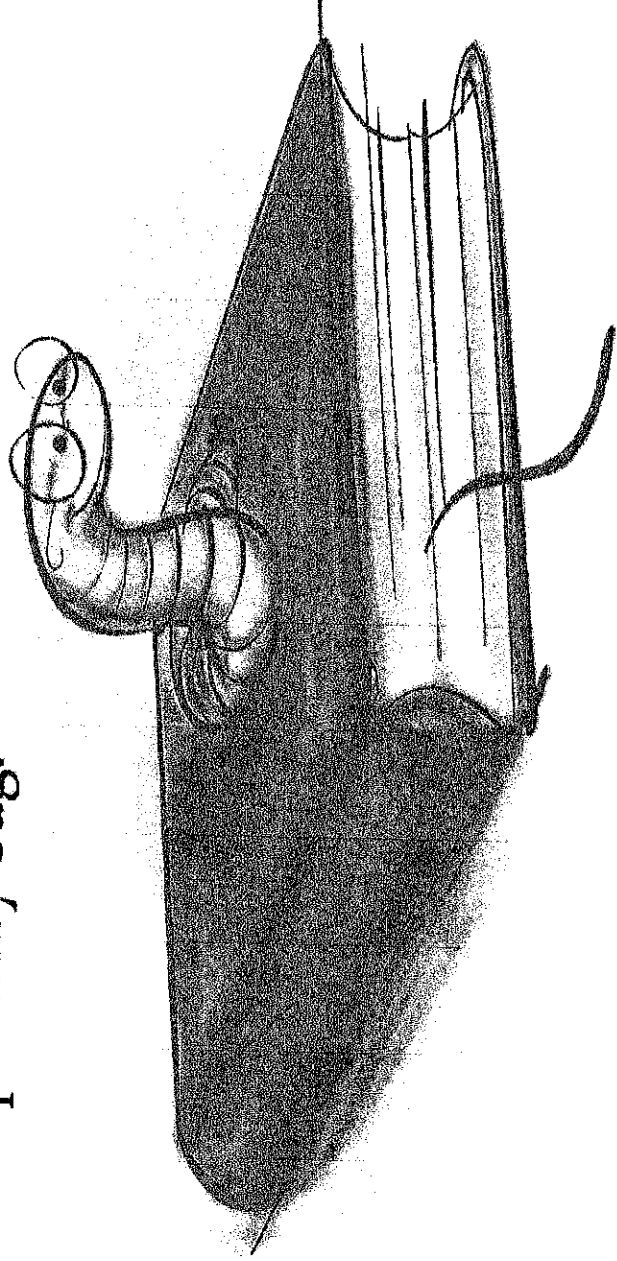
BRANCH I Wichita Bank  
BRANCH II Cash Vault / Savings A/c

### Step 3:

## Complete the Armored Service Red

### Book:

- Log the bag number
- Log the description (Cash/Checks)
- Log the amount
- Remove and attach the barcode label to the depository bag.















# Deposit Log Book

## EXHIBIT (3)

Issued by **UNITED STATES AIR FORCE**, a public entity

### CURRENCY/OTHER SUPPORT PAGE

From **UNITED STATES AIR FORCE**, the following amounts to be delivered to the respective assignees herein listed. It is agreed that all these packages are to be effectively and securely sealed by the assignee and **UNITED STATES AIR FORCE**, shall be not be liable for any damage sustained in any such package which is not so effectively and securely sealed. Furthermore, **UNITED STATES AIR FORCE**, shall not be liable for loss from the value or funds listed of any such package and, in no event, shall **UNITED STATES AIR FORCE**, be liable for or assumed to accept of the liability assumed in the Service Agreement.

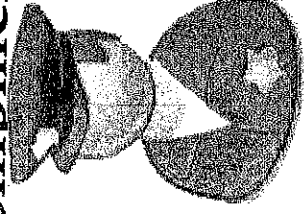
| UNITED STATES AIR FORCE (ASSESSMENT) |             |        | UNITED STATES AIR FORCE (ASSIGNMENT) |      |      | UNITED STATES AIR FORCE (CURRENCY/OTHER SUPPORT) |   |
|--------------------------------------|-------------|--------|--------------------------------------|------|------|--|---|
| BAG NUMBER                           | DESCRIPTION | AMOUNT | SIGNATURE                            | DATE | TIME | PACKAGE #  | PACKAGE LABEL   |
| CA<br>24/10560                       | CRSIT       | 1 CD   |                                      |      |      | V4431711   | <br>V4431711   |
|                                      |             |        |                                      |      |      | V4431712   | <br>V4431712   |
|                                      |             |        |                                      |      |      | V4431713   | <br>V4431713   |
|                                      |             |        |                                      |      |      | V4431714   | <br>V4431714   |
|                                      |             |        |                                      |      |      | V4431715   | <br>V4431715  |
|                                      |             |        |                                      |      |      | V4431716   | <br>V4431716 |
|                                      |             |        |                                      |      |      | V4431717   | <br>V4431717 |
|                                      |             |        |                                      |      |      | V4431718   | <br>V4431718 |
|                                      |             |        |                                      |      |      | V4431719   | <br>V4431719 |
|                                      |             |        |                                      |      |      | V4431720   | <br>V4431720 |
|                                      |             |        |                                      |      |      | V4431721   | <br>V4431721 |
|                                      |             |        |                                      |      |      | V4431722   | <br>V4431722 |



## Step 4:

Transfer the depository bag/s to the Armored Courier

- The courier will scan the location cards.
- Verify the logged items.
- Sign, date and indicate the time of pick up.
- Your process is complete.
- Note:
- If the courier arrives and you do not have a outgoing deposit the courier “MUST” scan your location cards to indicate “No outgoing shipment”.





OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF FINANCE AND TREASURY  
POLICY AND PROCEDURE  
DCPS RECONCILIATION OF CAFETERIA REVENUE COLLECTION, RECORDING AND REPORTS

**OBJECTIVE**

The objective of the policy and procedure related to reconciliation and recording of revenue collected by DCPS cafeteria sales:

- 1 Ensure the controls for revenue collections of cafeteria sales are established.
- 2 Ensure the accounting and administrative controls surrounding the collection of revenue are addressed.
- 3 Ensure the reconciliation and recording of assets and liabilities are properly performed in accordance with all the laws and regulations of the District of Columbia Government

**END OF DAY PROCEDURE**

**Reconciliation**

The cafeteria manager is responsible for reconciliation of total revenue collected. Once the final cafeteria lunch period has ended for the day, the cafeteria manager will reconcile the cash drawer. In order to exercise dual control, the cafeteria manager along with a cashier as witness, will oversee the reconciliation process. The cafeteria manager must record the transaction from that day's cafeteria sales onto WebSMARTT **Bank Deposit Bag Tracking** report (see attachment **A**) as well as complete a bank deposit ticket. The bank deposit ticket and deposit bag must be prepared following the final lunch period. The deposit ticket and sealed deposit bag must be placed inside the cafeteria office vault awaiting armor car pickup.

**Reporting**

Reporting will begin, immediately following the final lunch period for that day; the cafeteria manager will complete an **End of Day report**; which includes Edit Check; Item Sales and the Sales & Meal Count reports (see attachment **B1-B4**). These reports account for the sales and revenue activity that occurred on that business day. On a daily basis, the reports will be signed by the cafeteria manager and the cashier who witnessed the reconciliation. On a monthly basis, the cafeteria manager will forward that month's reports along with the bank deposit ticket to your corresponding vendor and DCPS/OCFO finance personnel, in the following manner;

- End of Day Report with the **pink** copy of bank deposit ticket forwarded to:

Chartwells/Thompson  
Attn: DC Public Schools, FNS  
3535 V Street, NE  
Washington, DC 20018

or

MidAtlantic/Washington DC Culinary Center      or  
Attn: DC Public Schools, FNS  
6219 Columbia Park Rd.  
Cheverly, MD 20785

DC Central Kitchen  
Attn: DC Public Schools, FNS  
425 2<sup>nd</sup> Street, NW  
Washington, DC 20001



- End of Day Report with the **yellow** copy of bank deposit tickets forwarded to:

Office of Chief Financial Office  
District of Columbia Public School  
Attn: John Nitz  
1200 First Street, NE  
11<sup>th</sup> Floor  
Washington, DC 20002

Note: It's the responsibility of the cafeteria manager to document any error(s) that have occurred with revenue collections during the breakfast and lunch period on the End of Day report. All error report(s) will to be forwarded to the attention there designated vendor. It's the vendor's responsibility to document the error(s) and bring it to the attention of designated FNS and DCPS/OCFO finance staff.

### **DAILY RECONCILIATIONS**

DCPS/OCFO staff is assigned the responsibility of performing these functions. In order to accurately reconcile revenue collected through cafeteria sales the following functions must be performed daily:

1. The reconciliation must be performed monthly after receiving all of the **End of the Day reports**, bank deposit tickets (yellow copy) and the bank statements. The Sales & Meal Count report will be used to identify various forms of revenue collected, i.e. cash, check, online payments. A Cash Journal report should be generated from Winsnap, the Cash Journal report will give monthly view of all revenue collected via the WebSMARTT cashiering system; these documents will be used to reconcile the actual revenue collected in WebSMARTT.
2. The DCPS/OCFO staff responsible for reconciliation will generate a **District-Wide Cash Journal** report in WebSMARTT to verify each deposit outlined in the **End of Day report** and bank deposit tickets (yellow copy).
3. The **End of Day report**, bank deposit ticket (yellow copy) and the End of Day reports must be attached to the journal entry and recorded in the financial accounting system (SOAR) to reflect the actually revenue collected from cafeteria sales.

**Bank Deposit Bag Tracking**

Page 1

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site:

| Date | Deposit | Bank Bag # | Deposit Slip # | Bank Amount | Over/Short | Pickup Date            |
|------|---------|------------|----------------|-------------|------------|------------------------|
|      |         |            |                |             |            | Has NOT been picked up |

Total Deposit Not Picked Up:

**Edit Check**

Page 1

Site: Central Office 11-12

Date Range: 05/02/11 to 05/02/11

Session: All

Site:

Program:

| Date | Enrollment | Free |       |             | Reduced |       |             | Paid  |       |             | Total Claimed | Daily Acland Flag |       |
|------|------------|------|-------|-------------|---------|-------|-------------|-------|-------|-------------|---------------|-------------------|-------|
|      |            | ATF  | Elig. | Elig. X ATF | Claim   | Elig. | Elig. X ATF | Claim | Elig. | Elig. X ATF |               |                   | Claim |
|      |            |      |       |             |         |       |             |       |       |             |               |                   |       |
|      |            |      |       |             |         |       |             |       |       |             |               |                   |       |
| Days |            |      |       |             |         |       |             |       |       |             |               |                   |       |

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: |      |         |      |
| % Eligible:          | 0    | 0       | 0    |
| % AF Eligible:       | 0    | 0       | 0    |

Signature

Date

Cashier Manager

Witness (Cashier)

Date

Item Sales

Page 1

Site: Central Office 11-12      Date Range: 05/02/11 to 05/02/11      Session: All

Site:

| Session Date: |             | Quantity Sold |   |   |   |            |      |              |      |                   |      |          |            |      |
|---------------|-------------|---------------|---|---|---|------------|------|--------------|------|-------------------|------|----------|------------|------|
| Session Type: |             |               |   |   |   | A la Carte |      | Earned Meals |      | Earned A la Carte |      | Adjusted |            |      |
| Item          | Description | Total         | F | R | P | A          | Stud | Adult        | Stud | Adult             | Stud | Adult    | A la Carte | Meal |

## Sales and Meal Counts

Page 1

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site: 0471 Ellington School of the Arts

Days: 1

## I. Operating Revenue

| Breakfast            |             |                 |                 |               |        | Lunch |             |                 |                 |               |         |
|----------------------|-------------|-----------------|-----------------|---------------|--------|-------|-------------|-----------------|-----------------|---------------|---------|
|                      | POS<br>Cash | Partial<br>Cash | Meal<br>Credits | Acct.<br>Cash | Total  |       | POS<br>Cash | Partial<br>Cash | Meal<br>Credits | Acct.<br>Cash | Total   |
| Free Meals:          | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Reduced Meals:       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Paid Meals:          | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$15.00     | \$0.00          | \$0.00          | \$57.50       | \$72.50 |
| Student Meals:       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$15.00     | \$0.00          | \$0.00          | \$57.50       | \$72.50 |
| Free Second:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Reduced Second:      | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Paid Second:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Student Second:      | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Free A la Carte:     | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00  |
| Reduced A la Carte:  | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00  |
| Paid A la Carte:     | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$7.85      |                 |                 | \$0.00        | \$7.85  |
| Student A la Carte:  | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$7.85      |                 |                 | \$0.00        | \$7.85  |
| Adult Meals:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$13.75     | \$0.00          | \$0.00          | \$0.00        | \$13.75 |
| Adult Second:        | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00  |
| Adult A la Carte:    | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00  |
| Adult Total:         | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$13.75     | \$0.00          | \$0.00          | \$0.00        | \$13.75 |
| Total (without Tax): | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$35.60     | \$0.00          | \$0.00          | \$57.50       | \$93.10 |
| Sales Tax:           | \$0.00      |                 |                 | \$0.00        | \$0.00 |       | \$0.00      |                 |                 | \$0.00        | \$0.00  |
| Total (with Tax):    | \$0.00      | \$0.00          | \$0.00          | \$0.00        | \$0.00 |       | \$35.60     | \$0.00          | \$0.00          | \$57.50       | \$93.10 |

## II. Participation

| Reimbursable Meals / Breakfast |             |                  |               |        |       | Reimbursable Meals / Lunch |             |                  |               |        |       |
|--------------------------------|-------------|------------------|---------------|--------|-------|----------------------------|-------------|------------------|---------------|--------|-------|
|                                | POS<br>Cash | Acct.<br>Credits | Acct.<br>Cash | Earned | Total |                            | POS<br>Cash | Acct.<br>Credits | Acct.<br>Cash | Earned | Total |
| Free Meals:                    | 34          | 0                | 0             | 0      | 34    |                            | 71          | 0                | 0             | 0      | 71    |
| Reduced Meals:                 | 12          | 0                | 0             | 0      | 12    |                            | 14          | 0                | 0             | 0      | 14    |
| Paid Meals:                    | 54          | 0                | 0             | 0      | 54    |                            | 10          | 0                | 45            | 0      | 55    |
| Total Student Meals:           | 100         | 0                | 0             | 0      | 100   |                            | 95          | 0                | 45            | 0      | 140   |

| Non-reimbursable Meals / Breakfast |        |                     |                          |                       |                |       | Non-reimbursable Meals / Lunch |        |                     |                          |                       |                |       |
|------------------------------------|--------|---------------------|--------------------------|-----------------------|----------------|-------|--------------------------------|--------|---------------------|--------------------------|-----------------------|----------------|-------|
| Meals                              | Earned | Pos.<br>POS<br>Cash | Pos.<br>Acct.<br>Credits | Pos.<br>Acct.<br>Cash | Pos.<br>Earned | Total | Meals                          | Earned | Pos.<br>POS<br>Cash | Pos.<br>Acct.<br>Credits | Pos.<br>Acct.<br>Cash | Pos.<br>Earned | Total |
| Adult Meals:                       | 0      | 0                   | 0                        | 0                     | 0              | 0     | 0                              | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Free Meals:                        | 0      | 0                   | 0                        | 0                     | 0              | 0     |                                | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Reduced Meals:                     | 0      | 0                   | 0                        | 0                     | 0              | 0     |                                | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Paid Meals:                        | 0      | 0                   | 0                        | 0                     | 0              | 0     |                                | 0      | 0                   | 0                        | 0                     | 0              | 0     |
| Total Student Meals:               | 0      | 0                   | 0                        | 0                     | 0              | 0     |                                | 0      | 0                   | 0                        | 0                     | 0              | 0     |

## III. Credit

| Breakfast |        |         |        |        |        | Lunch |        |         |         |        |         |
|-----------|--------|---------|--------|--------|--------|-------|--------|---------|---------|--------|---------|
|           | Free   | Reduced | Paid   | Adult  | Total  |       | Free   | Reduced | Paid    | Adult  | Total   |
| Repaid:   | \$1.00 | \$0.00  | \$0.00 | \$0.00 | \$1.00 |       | \$0.00 | \$0.00  | \$10.00 | \$0.00 | \$10.00 |
| Extended: | \$0.00 | \$0.00  | \$0.00 | \$0.00 | \$0.00 |       | \$0.00 | \$0.00  | \$0.00  | \$0.00 | \$0.00  |

## Sales and Meal Counts

Page 2

Site: Ellington School of the Arts

Date Range: 03/15/11 to 03/15/11

Session: All

Site: 0471 Ellington School of the Arts

Days: 1

## IV. Prepayments

|   |                  | At School Site |        |             |           |        |
|---|------------------|----------------|--------|-------------|-----------|--------|
|   |                  | Cash           | Check  | Credit Card | Promotion | Total  |
| POS Line  | Account Cash     | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
|   | Breakfast Credit | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
|   | Lunch Credit     | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
|   | Total            | \$0.00         | \$0.00 | NA          | NA        | \$0.00 |
| Manager   | Account Cash     | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|   | Breakfast Credit | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|   | Lunch Credit     | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|   | Total            | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
| Kiosk   | Account Cash     | \$0.00         | NA     | NA          | NA        | \$0.00 |
| VendSMARTT  | Account Cash     | \$0.00         | NA     | NA          | NA        | \$0.00 |
| Total (cash and check totals included in deposit) |                  | \$0.00         | \$0.00 | \$0.00      | \$0.00    | \$0.00 |

|                                 |                  | Remote |        |             |           |        |
|---------------------------------|------------------|--------|--------|-------------|-----------|--------|
|                                 |                  | Cash   | Check  | Credit Card | Promotion | Total  |
|                                 | Account Cash     | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|                                 | Breakfast Credit | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|                                 | Lunch Credit     | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
|                                 | Total            | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |
| mLM                             | Account Cash     | NA     | NA     | \$0.00      | NA        | \$0.00 |
| Total (not included in deposit) |                  | \$0.00 | \$0.00 | \$0.00      | \$0.00    | \$0.00 |

|             |  |        |        |        |        |        |
|-------------|--|--------|--------|--------|--------|--------|
| Grand Total |  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
|-------------|--|--------|--------|--------|--------|--------|

## V. Bank Deposit &amp; Revenue

|                             |         | Revenue Summary            |                    |          |
|-----------------------------|---------|----------------------------|--------------------|----------|
| Cash from Breakfast Section | \$0.00  | Revenue from Meal Sessions | Breakfast POS      | \$0.00   |
| Cash from Lunch Section     | \$36.00 |                            | Lunch POS          | \$104.10 |
| Cash from Other Section     | \$0.00  |                            | Other POS          | \$0.00   |
|                             |         | Tax Revenue                |                    | \$0.00   |
| POS Line Prepayments        | \$0.00  | Total Sales Revenue        |                    | \$104.10 |
| Manager Prepayments         | \$0.00  |                            |                    |          |
| Kiosk Prepayments           | \$0.00  | Unpaid Money Used          |                    |          |
| VendSMARTT Prepayments      | \$0.00  | Account Cash Used          |                    | \$1.00   |
|                             |         | Account Meal Credits Used  |                    | \$0.00   |
| Miscellaneous Revenue       | \$0.00  |                            |                    |          |
| Miscellaneous Expense       | \$0.00  | Charges                    |                    |          |
|                             |         | Credit Extended            |                    | \$56.00  |
| Total Expected Cash         | \$36.00 | Credit Repaid              | At School Site     | \$0.00   |
| Cash Over/Short             | \$13.50 |                            | Remote             | \$0.00   |
| Total Deposited Cash        | \$50.10 |                            | mLM                | \$0.00   |
|                             |         |                            | Kiosk              | \$0.00   |
|                             |         |                            | VendSMARTT         | \$0.00   |
|                             |         | Value of Earned Meals      | Student Meals      | \$0.00   |
|                             |         |                            | Student A La Carte | \$0.00   |
|                             |         |                            | Adult Meals        | \$0.00   |
|                             |         |                            | Adult A La Carte   | \$202    |

## U.S. DEPARTMENT OF AGRICULTURE

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Revolution Foods

Organization Name

PR/Award Number or Project Name

James A. Mitchell, Regional Vice President

Name(s) and Title(s) of Authorized Representative(s)

James A. Mitchell

Signature(s)

8/4/11

Date

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

1. By signing and submitting this form, the prospective lower tier participant is providing the certification in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency from which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



## U.S. DEPARTMENT OF AGRICULTURE

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Compass Group USA, Inc., by and through its Chartwells Division

Organization Name

PRCAward Number or Project Name

Keith T. Cullinan, President-Schools

Name(s) and Title(s) of Authorized Representative(s)

Keith T. Cullinan

8/4/11

Signature(s)

Date

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

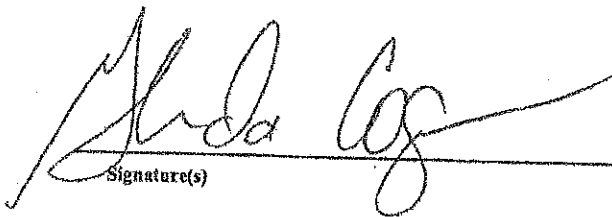
DC Central Kitchen Inc

Organization Name

PR/Award Number or Project Name

Glenda COGNEVICH

Name(s) and Title(s) of Authorized Representative(s)



Signature(s)

8/2/11

Date

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

1. By signing and submitting this form, the prospective lower tier participant is providing the certification in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency from which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# U.S. DEPARTMENT OF AGRICULTURE

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

*Revolution Foods*

Organization Name

PR/Award Number or Project Name

*James A. Mitchell, Regional Vice President*

Name(s) and Title(s) of Authorized Representative(s)

*James A. Mitchell*

Signature(s)

*8/4/11*

Date

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

1. By signing and submitting this form, the prospective lower tier participant is providing the certification in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
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6. The prospective lower tier participant further agrees by submitting this form that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Operating Data

The following sections are for the School Food Authority, not individual sites.

### TRAINING- BY SFA

#### Staff Training

|  | Name/Title  | Scheduled Training Date | Completed Training Date |
|--|---|-------------------------|-------------------------|
| Menus                                    | Menu Overview/ Opening Meeting                    | 8/10-8/12/2011          | 8/12/2011               |
| Daily Meal Count Procedures              | Accountability Training/ Opening Meeting          | 8/10-8/12/2011          | 8/12/2011               |
| Self-Reviews (SFA's with multiple sites) | ??? Whitney Bateson                               | 8/10-8/12/11            |                         |
| Record Keeping                           | Record Keeping/Production Records/Opening Meeting | 8/10-8/12/2011          | 8/12/2011               |
| Meal Service                             | Menu Overview/ Opening Meeting                    | 8/10-8/12/2011          | 8/12/2011               |
| Food Service Sanitation                  | ???? Chef, Clay Berry                             | 8/10-8/12/2011          |                         |
| USDA Meal Pattern Requirement            | Menu Overview/ Opening Meeting                    | 8/10-8/12/2011          | 8/12/2011               |
| CACFP At-Risk Supper Procedures          | ????? Whitney Bateson                             | 8/10-8/12/2011          |                         |

**\* Include agenda and supporting documentation**

### OTHER

#### Public Release

Enter the date the public release was/will be sent to the media: \_\_\_\_ July 29, 2011 \_\_\_\_

Write the name(s) of the newspaper, TV station, radio station, etc. to which the public release was/will be sent:

\_\_DKN – District Knowledge Network\_\_

State agency will provide the public release for all timely approved applications.

Is W-9 form attached: \_\_\_\_X Yes \_\_\_\_ No

Is Master Supplier Information Collection Template attached: \_\_\_\_ Yes \_\_\_\_X No

#### Authorized Personnel to sign:

##### NSLP Claims:

##### Healthy School Act (HSA) Claims

1. Jeffrey Mills
2. Donna Schein
3. \_\_\_\_\_

1. Jeffrey Mills
2. Donna Schein
3. \_\_\_\_\_

# WebSMARTT<sup>TM</sup> 3

## **WebSMARTT 3 Training**

**August 12th, 2011 (If necessary)**

**12:30 p.m. – 2:30 p.m.**

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |  |
|-------------------------------|--|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>New Build A Meal Process<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|-------------------------------|--|

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|                              |   |
|------------------------------|---|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|------------------------------|---|

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# WebSMARTT<sup>TM</sup> 3

## WebSMARTT 3 Training

August 9th, 2011

12:30 p.m. – 2:30 p.m.

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |  |
|-------------------------------|--|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>New Build A Meal Process<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|-------------------------------|--|

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|                              |   |
|------------------------------|---|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|------------------------------|---|

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# WebSMARTT<sup>TM</sup> 3

## WebSMARTT 3 Training

August 11th, 2011

12:30 p.m. – 2:30 p.m.

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |                               |
|-------------------------------|-------------------------------|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b> |
|-------------------------------|-------------------------------|

New Keyboard Layout  
New Build A Meal Process  
Error Messages  
Proper Meal Capture  
New Procedures  
Q&A

---

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b> |
|------------------------------|-----------------------------------|

Running POS Operations effectively  
Bank Deposit Procedures  
Cash Handling Procedures  
Report Procedures  
Kiosk (If available) procedures  
Q&A

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# WebSMARTT<sup>TM</sup> 3

## **WebSMARTT 3 Training**

**August 10th, 2011**

**12:30 p.m. – 2:30 p.m.**

Meeting called by DCPS, Chartwells and SL-Tech

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|                                |                                    |
|--------------------------------|------------------------------------|
| <b>12:30 p.m. – 12:35 p.m.</b> | <b>Introduction &amp; Overview</b> |
|--------------------------------|------------------------------------|

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|                               |  |
|-------------------------------|--|
| <b>12:35 p.m. – 1:05 p.m.</b> | <b>Point Of Sale Cashiers</b><br>New Keyboard Layout<br>New Build A Meal Process<br>Error Messages<br>Proper Meal Capture<br>New Procedures<br>Q&A |
|-------------------------------|--|

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|                              |   |
|------------------------------|---|
| <b>1:05 p.m. – 2:30 p.m.</b> | <b>Café Lead Responsibilities</b><br>Running POS Operations effectively<br>Bank Deposit Procedures<br>Cash Handling Procedures<br>Report Procedures<br>Kiosk (If available) procedures<br>Q&A |
|------------------------------|---|

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## DCPS School Year 2011 – 2012 WebSMARTT Changes

DCPS is implementing a lot of changes for the 2011 – 2012 school year. This document will go over the major changing that will be effect how the Café Leads, Cashiers and Area Directors use and manage WebSMARTT.

### **1) Charge Policy**

- a) DCPS is implementing a charge policy throughout the district of \$27 for Elementary and \$32 for Secondary
- b) They will be able to charge up to 20 meals before the system will no longer allow another charge and will display "Credit Limit Exceeded"
- c) There will be levels of communications to parents about their child's negative balance(s). See Attachment OFNS Charge Policy for full description.

### **2) Cashless Lines**

- a) DCPS is now cashless at the POS lines
- b) Money will no longer be accepted at the Point of Sale during a meal session
- c) Money will be collected before Breakfast, after Breakfast and after Lunch
- d) Café Leads will input all prepayments collected using WebSMARTT Customer module
- e) Prepayments can also be made at MyPal Kiosks (If applicable) at anytime
- f) Prepayments can be made through <http://www.mylunchmoney.com> with a credit or debit card
- g) This will reduce or eliminate discrepancies at the end of the day during reconciliation.

### **3) No more Combo Lunch or Combo Breakfast button**

- a) In an effort to get more detail at the Point of Sale DCPS has decided to no longer use Combo buttons for meals
- b) Cashiers will Build-A-Meal by selecting what the child actually has on their plate to make the reimbursable meal
- c) A combination of items must be selected from the options before the POS will register it as a "Complete Meal"
- d) If items selected do not meet the requirements for a complete meal they will be charged as A La Carte
- e) This will help us determine what is selling and what is not at a more detailed level

### **4) Cashier Permission Changes**

- a) Cashiers will no longer be able to do certain things at the Point of Sale screen
- b) Top row:
  - i) A, B and Single Action Mode are no longer available to cashiers.
    - (1) Single Action Mode is disabled due to the new Build A Meal philosophy
- c) 2<sup>nd</sup> row from top:
  - i) Adult, Earned and Void Last are no longer available to cashiers.
    - (1) Adult is disabled because adults will have an account in WebSMARTT to purchase a meal
    - (2) Earned is disabled as it was not being used for its actual purpose

- (3) Void Last is disabled as it has been decided that only Café Leads will have the ability to void through the POSOperations screen
- d) 3<sup>rd</sup> row from top:
  - i) Queue ID #, Prepay are no longer available to cashiers
    - (1) Queue ID # has never been used in DC
    - (2) Prepay is disabled as no prepayments will be taken during a meal session
- e) Bottom row:
  - i) Finish Cash is no longer available to cashiers
    - (1) Finish Cash is disabled as no money will be exchanging hand at the Point of Sale any more. This will also prevent any "accidental" pushes of Finish Cash instead of Finish Account.
- 5) Bulk-Entry Disabled**
  - a) There will be no more bulk entry for Supper or Snack
    - i) It was never used correctly and caused more headaches than helped anything
  - b) They will use the Supper user, 9999, to sign onto the Point of Sale. They will use the A button and Single Action Mode to ring in a Supper Combo.
    - i) Supper will be the only number with A key enabled as well as Single Action Mode
    - ii) Supper will be the only number they will be allowed to have a Combo key
    - iii) It cannot be used at any time other than to ring up Supper
  - c) They will hit the A key over and over until the number of meals served has been rung up.
- 6) Bank Deposits**
  - a) Managers will total up all money collected from prepayments and enter it into WebSMARTT via the Bank Deposit Management Screens.
    - i) This includes the money from the kiosk (If applicable)
  - b) Deposits will be put using Single Breakdown Deposit number of Bills, Loose Coins, Bills and Checks entered.
  - c) Cash Over / Short will **NOT** be tolerated
    - i) With the induction of cashless lines there is no reason for errors.
    - ii) If Cash Over / Short is not \$0.00 then Café Leads will be responsible to find the error using the Prepayment Summary Report and Check Summary Report.
    - iii) Once the error is located the Café lead must correct the error by reversing it and then inputting it correctly.

# Back to School Training 2011-2012

## DCPS Food Service Leads and Foremen

Day 1 - August 9, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                        |   |  |            |
|------------------------|---|--|------------|
| 7:30 am –<br>8:00 am   | Registration and Continental Breakfast                        |  |            |
| 8:00 am –<br>8:15 am   | Opening Comments  | Robert Kelly, Regional Director<br>Chartwells/Thompson, DCPS                 | Auditorium |
| 8:15 am –<br>8:30 am   | Welcome and Opening Comments                                  | Jeffrey Mills, Executive Food Service<br>Director for DCPS                   | Auditorium |
| 8:30 am –<br>8:45 am   | Safety Update and Review of Agenda                            | Celeste Washington, Director of<br>Operations Chartwells/Thompson DCPS       | Auditorium |
| 8:55 am –<br>9:45 am   | Concurrent Session I:   |  |            |
|                        | ▪ (G1) Email & Computer Skills                                | Dana Leach, Area Director<br>Robert Baines, IT Specialist                    | Room 205   |
|                        | ▪ (G2) Ordering & Inventory Control                           | Rob Jaber, Purchasing Manager<br>Jim Basham, District Manager                | Room 204   |
|                        | ▪ (G3) Menus, Recipes, Accountability &<br>Production Records | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist | Room 206   |
| 9:50 am –<br>10:40 am  | Concurrent Session II:  |  |            |
|                        | ▪ (G1) Ordering & Inventory Control                           | Rob Jaber, Purchasing Manager<br>William Kelly, District Manager             | Room 204   |
|                        | ▪ (G2) Menus, Recipes, Accountability &<br>Production Records | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist | Room 206   |
|                        | ▪ (G3) Email & Computer Skills                                | Dana Leach, Area Director<br>Robert Baines, IT Specialist                    | Room 205   |
| 10:45 am –<br>11:35 am | Concurrent Session III:                                       |  |            |
|                        | ▪ (G1) Menus, Recipes, Accountability &<br>Production Records | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist | Room 206   |
|                        | ▪ (G2) Email & Computer Skills                                | Dana Leach, Area Director<br>Robert Baines, IT Specialist                    | Room 205   |
|                        | ▪ (G3) Ordering & Inventory Control                           | Rob Jaber, Purchasing Manager<br>William Kelly, District Manager             | Room 204   |
| 11:45 am –<br>12:00 pm | Closing Remarks   | Robert Kelly, Regional Director<br>Chartwells/Thompson, DCPS                 | Auditorium |
| 12:30 pm –<br>2:30 pm  | POS Training – Red Group                                      | Sean Jacquelin, WebSMARTT Specialist   | Room 205   |

# Back to School Training 2011-2012

## DCPS Food Service

Day 2 - August 10, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                       |   |  |                  |
|-----------------------|---|--|------------------|
| 7:30 am –<br>8:00 am  | Registration and Continental Breakfast        |  |                  |
| 8:05am –<br>9:20 am   | Concurrent Session I:                         |  |                  |
|                       | ▪ (G1) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G2) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G3) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
| 9:25am –<br>10:40 am  | Concurrent Session II:                        |  |                  |
|                       | ▪ (G1) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G2) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G3) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
| 10:45am –<br>12:00 pm | Concurrent Session III:                       |  |                  |
|                       | ▪ (G1) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G2) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G3) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
| 12:30 pm –<br>2:30 pm | POS Training – Blue Group                     | Sean Jacquelin, WebSMARTT Specialist   | Room 205         |

### Group Codes:

Group 1 (G1) = Secondary Foremen & Cooks

Group 2 (G2) = Elementary Satellite Leads & Key Staff

Group 3 (G3) = Elementary On-site Leads & Key Staff

# Back to School Training 2011-2012

## DCPS Food Service

Day 3 - August 11, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                       |   |  |                  |
|-----------------------|---|--|------------------|
| 7:30 am –<br>8:00 am  | Registration and Continental Breakfast        |  |                  |
| 8:05am –<br>9:20 am   | Concurrent Session I:                         |  |                  |
|                       | ▪ (G1) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G2) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G3) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
| 9:25am –<br>10:40 am  | Concurrent Session II:                        |  |                  |
|                       | ▪ (G1) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G2) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
|                       | ▪ (G3) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
| 10:45am –<br>12:00 pm | Concurrent Session III:                       |  |                  |
|                       | ▪ (G1) Programs, Presentation & Merchandising | LaTrese Brown, Marketing &<br>Communications Manager<br>April Hargrave-Reid, Area Director | Room<br>204/Cafe |
|                       | ▪ (G2) Customer Service & Client Relations    | Nicole VanDerMeid, Area Director<br>Jim Basham, District Manager                           | Room 206         |
|                       | ▪ (G3) Culinary – Prep & Cooking Procedures   | Clay Berry, Executive Chef<br>Dana Leach, Area Director                                    | Room - Cafe      |
| 12:30 pm –<br>2:30 pm | POS Training – Yellow Group                   | Sean Jacquelin, WebSMARTT Specialist   | Room 205         |

### Group Codes:

Group 1 (G1) = Secondary Foremen & Cooks

Group 2 (G2) = Elementary Satellite Leads & Key Staff

Group 3 (G3) = Elementary On-site Leads & Key Staff

# Back to School Training 2011-2012

## DCPS Food Service

Day 4 - August 12, 2011

Time: 7:30 am – 2:30 pm

Location: Roosevelt High School, 4301 13<sup>th</sup> Street NW, DC

|                       |   |   |            |
|-----------------------|---|---|------------|
| 7:30 am –<br>8:00 am  | Registration and Continental Breakfast                      |   |            |
| 8:05am –<br>9:20 am   | Concurrent Session I:                                       |   |            |
|                       | ▪ (G1) Cash Handling, EoD Settlement & Daily POS Procedures | Trudi Gall, Controller<br>Cheryl Brown, Area Director   | Room 205   |
|                       | ▪ (G2) Opening Packet, Uniform & Key Distribution           | William Kelly, District Manager<br>Marguerite Greenwood, Area Director<br>Aricka Bazemore, Area Director<br>Tawanna Holmes, Area Director | Room 204   |
|                       | ▪ (G3) Allergies, Menu Substitutions & Menu Planning        | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist  | Room 206   |
| 9:25am –<br>10:40 am  | Concurrent Session II:                                      |   |            |
|                       | ▪ (G1) Allergies, Menu Substitutions & Menu Planning        | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist  | Room 206   |
|                       | ▪ (G2) Cash Handling, EoD Settlement & Daily POS Procedures | Trudi Gall, Controller<br>Cheryl Brown, Area Director   | Room - 205 |
|                       | ▪ (G3) Opening Packet, Uniform & Key Distribution           | William Kelly, District Manager<br>Marguerite Greenwood, Area Director<br>Aricka Bazemore, Area Director<br>Tawanna Holmes, Area Director | Room 204   |
| 10:45am –<br>12:00 pm | Concurrent Session III:                                     |   |            |
|                       | ▪ (G1) Opening Packet, Uniform & Key Distribution           | William Kelly, District Manager<br>Marguerite Greenwood, Area Director<br>Aricka Bazemore, Area Director<br>Tawanna Holmes, Area Director | Room 204   |
|                       | ▪ (G2) Allergies, Menu Substitutions & Menu Planning        | Whitney Bateson, Regional Dietitian<br>Danielle Schaub, Dietitian Specialist  | Room 206   |
|                       | ▪ (G3) Cash Handling, EoD Settlement & Daily POS Procedures | Trudi Gall, Controller<br>Cheryl Brown, Area Director   | Room 205   |
| 12:30 pm –<br>2:30 pm | POS Training – Green Group                                  | Sean Jacquelin, WebSMARTT Specialist  | Room 205   |

### Group Codes:

Group 1 (G1) = Secondary Foremen

Group 2 (G2) = Elementary Satellite Leads

Group 3 (G3) = Elementary On-site Leads



## BREAKOUT SESSION GUIDE

### Group Codes:

Group 1 (G1) = Secondary Foremen

Group 2 (G2) = Elementary Satellite Leads

Group 3 (G3) = Elementary On-site Leads

| Day 1        | 8:55 – 9:45 am                                      | 9:50 – 10:40 am                                     | 10:45 – 11:35 am                                    | 12:30pm – 2:30pm       |
|--------------|---|---|---|------------------------|
| Group 1 (G1) | Email and Computer Skills                           | Ordering and Inventory Control                      | Menus, Recipes, Accountability & Production Records | Red Group POS Training |
| Group 2 (G2) | Ordering and Inventory Control                      | Menus, Recipes, Accountability & Production Records | Email and Computer Skills                           |                        |
| Group 3 (G3) | Menus, Recipes, Accountability & Production Records | Email and Computer Skills                           | Ordering and Inventory Control                      |                        |

### Group Codes:

Group 1 (G1) = Secondary Foremen & Cooks

Group 2 (G2) = Elementary Satellite Leads & Key Staff

Group 3 (G3) = Elementary On-site Leads & Key Staff

| Days 2 & 3   | 8:05am – 9:20 am                       | 9:25am – 10:40 am                      | 10:45am – 12:00 pm                     | 12:30pm – 2:30pm                  |
|--------------|--|--|--|-----------------------------------|
| Group 1 (G1) | Culinary – Prep & Cooking Procedures   | Customer Service & Client Relations    | Programs, Presentation & Merchandising | Day 2 – Blue Group POS Training   |
| Group 2 (G2) | Programs, Presentation & Merchandising | Culinary – Prep & Cooking Procedures   | Customer Service & Client Relations    | Day 3 – Yellow Group POS Training |
| Group 3 (G3) | Customer Service & Client Relations    | Programs, Presentation & Merchandising | Culinary – Prep & Cooking Procedures   |                                   |

### Group Codes:

Group 1 (G1) = Secondary Foremen

Group 2 (G2) = Elementary Satellite Leads

Group 3 (G3) = Elementary On-site Leads

| Day 4        | 8:05am – 9:20 am                                     | 9:25am – 10:40 am                                    | 10:45am – 12:00 pm                                   | 12:30pm – 2:30pm         |
|--------------|--|--|--|--------------------------|
| Group 1 (G1) | Cash Handling, EoD Settlement & Daily POS Procedures | Allergies, Menu Substitutions & Menu Planning        | Opening Packet, Uniform & Key Distribution           | Green Group POS Training |
| Group 2 (G2) | Opening Packet, Uniform & Key Distribution           | Cash Handling, EoD Settlement & Daily POS Procedures | Allergies, Menu Substitutions & Menu Planning        |                          |
| Group 3 (G3) | Allergies, Menu Substitutions & Menu Planning        | Opening Packet, Uniform & Key Distribution           | Cash Handling, EoD Settlement & Daily POS Procedures |                          |

## Supper Accountability Step-By-Step

### 1. Start POS/Meal Session, select "Other"

Starting

Session Date: Monday, May 10, 2010

Transactions | Terminals | Items | Edit Check | Monitor | Options | Promotions | Diagnostic

| Terminal |          |            |
|----------|----------|------------|
| ID       | Operator | Transactio |
|          |          |            |

Meal Selection

Breakfast Cancel

Other

| Sales  |           |           |
|--------|-----------|-----------|
| Earned | Sales Amo | Sales Tax |
|        |           |           |

### 2. Enter cashier ID "9999"

End

Session Date: Monday, May 10, 2010

Transactions | Terminals | Items | Edit Check | Monitor | Options | Promotions | Diagnostic

| Terminal |          |            |           |
|----------|----------|------------|-----------|
| ID       | Operator | Transactio | Trans. Nu |
|          |          |            |           |

Sign-On

You must Sign-On to use Bulk Entry. Please enter a valid Operator ID and click OK.

Operator ID: 9999

OK Cancel

| Customer |         |      |        |
|----------|---------|------|--------|
| ID       | BarCode | Name | Status |
|          |         |      |        |

| Sales  |           |           |
|--------|-----------|-----------|
| Earned | Sales Amo | Sales Tax |
|        |           |           |

Other for Adams Elementary School (0201)

### 3. Select "Bulk Entry"

WinSNAP POS Operations - Bulk Entry

Site: Adams Elementary School Date: 05/10/2010

Meal Session: Other Program ID: NSLP

Keyboard: Supper

| Customer | Grade Level | Type        | Qty | Items  | Total Amt. | Amt Paid | Earn? Rev? | TermID |
|----------|-------------|-------------|-----|--------|------------|----------|------------|--------|
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |

OK Close Apply

WARNING: No Meal Price established for 'Paid' (ALL).

### 4. Make sure you select/change the date and the "Program ID"

WinSNAP POS Operations - Bulk Entry

Site: Adams Elementary School Date: 05/10/2010

Meal Session: Other Program ID: NSLP

Keyboard: Supper

| Customer | Grade Level | Type        | Qty | Items  | Total Amt. | Amt Paid | Earn? Rev? | TermID |
|----------|-------------|-------------|-----|--------|------------|----------|------------|--------|
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |
| Paid     | ALL         | First Meals |     | SUPPER |            |          |            |        |

OK Close Apply

WARNING: No Meal Price established for 'Paid' (ALL).

Other

5. "Customer" is "Free", type in quantity (from Tally Sheet) and check "supper."

WinSNAP POS Operations: Bulk Entry Grid

Site: Adams Elementary School Date: 5/10/2010

Meal Session: Other Program ID: SUPPER

Tra Keyboard: Supper

| ID | Customer | Grade Level | Type        | Qty | Items                                      | Total Amt. | Amt Paid | Earn?                    | Rev?                     | TermID |
|----|----------|-------------|-------------|-----|--|------------|----------|--------------------------|--------------------------|--------|
|    | Free     | ALL         | First Meals | 112 | <input checked="" type="checkbox"/> SUPPER | \$0.00     | \$0.00   | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |
|    | Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |            |          | <input type="checkbox"/> | <input type="checkbox"/> |        |

OK Close Apply

112 First Meals for Free in grade ALL entered OK.  
Transactions completed OK.

Press apply... wait for confirmation screen. Hit close.

6. End meal session... that's it!

WinSNAP POS Operations

Ending Bulk Entry Refresh Print

Session Date: Monday, May 10, 2010

Transactions Terminals Items Edit Check Monitor Options Promotions Diagnostic

| Terminal |          |            |            | Customer |         |      |        |
|----------|----------|------------|------------|----------|---------|------|--------|
| ID       | Operator | Transactio | Trans. Num | ID       | BarCode | Name | Status |
|          |          |            |            |          |         |      |        |

WinSNAP POS Session Ending -- Please Wait

Closing Transaction Tables...

Progress bar showing completion status.

## 7. What will the edit check look like now?

|    |    |    |    |    |   |     |     |    |    |     |
|----|----|----|----|----|---|-----|-----|----|----|-----|
| 80 | 85 | 13 | 33 | 32 | 5 | 172 | 165 | 17 | 35 | 282 |
|----|----|----|----|----|---|-----|-----|----|----|-----|

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: | 13   | 6       | 17   |
| % Eligible:          | 16   | 16      | 19   |
| % AF Eligible:       | 15   | 16      | 19   |

m: NSLP

|            |     |         | Free  |                |       | Reduced |                |       | Paid  |                |       |                  |                 |      |
|------------|-----|---------|-------|----------------|-------|---------|----------------|-------|-------|----------------|-------|------------------|-----------------|------|
| Enrollment | ATF |         | Elig. | Elig. X<br>ATF | Claim | Elig.   | Elig. X<br>ATF | Claim | Elig. | Elig. X<br>ATF | Claim | Total<br>Claimed | Daily<br>Attend | Flag |
| L          | 294 | 08.00 % | 89    | 85             | 66    | 33      | 32             | 22    | 172   | 166            | 53    | 141              | 282             |      |
|            |     |         | 84    | 85             | 66    | 33      | 32             | 22    | 172   | 168            | 53    | 141              | 282             |      |

|                      | Free | Reduced | Paid |
|----------------------|------|---------|------|
| Average This Period: | 66   | 22      | 69   |
| % Eligible:          | 74   | 67      | 31   |
| % AF Eligible:       | 76   | 68      | 32   |

m: SUPPER

|            |     |         | Free  |                |       | Reduced |                |       | Paid  |                |       |                  |                 |      |
|------------|-----|---------|-------|----------------|-------|---------|----------------|-------|-------|----------------|-------|------------------|-----------------|------|
| Enrollment |     | ATF     | Elig. | Elig. X<br>ATF | Claim | Elig.   | Elig. X<br>ATF | Claim | Elig. | Elig. X<br>ATF | Claim | Total<br>Claimed | Daily<br>Attend | Flag |
| 0          | 294 | 08.00 % | 80    | 85             | 112   | 33      | 32             | 0     | 172   | 165            | 0     | 112              | 282             | F    |
|            |     |         | 89    | 85             | 112   | 33      | 32             | 0     | 172   | 165            | 0     | 112              | 282             |      |

## 8. What if I made a mistake?

Views Record View Window Tools Help

Bank Deposit Financial Notes, Hours, Weather Item Sales Bank Bag Tracking Deposit Breakdown

Site: Adams Elementary School Date: 05/10/10 Cash Collected: \$36.25

Sales / **Winsnap PDS Operations**

**Winsnap PDS Operations - Bulk Entry Unit**

Site: Adams Elementary School Date: 05/10/2010

Meal Session: Other Program ID: SUPPER

Keyboard: Supper

| Customer | Grade Level | Type        | Qty | Items                                      | Total Amt | Amt Paid | Fair?                    | Rev?                                | Term/D |
|----------|-------------|-------------|-----|--|-----------|----------|--------------------------|-------------------------------------|--------|
| Free     | ALL         | First Meals | 112 | <input checked="" type="checkbox"/> SUPPER | \$0.00    | \$0.00   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |
| Paid     | ALL         | First Meals |     | <input type="checkbox"/> SUPPER            |           |          | <input type="checkbox"/> | <input type="checkbox"/>            |        |

Do the same steps as before, but hit "rev" when entering number. This will remove the count you entered.

**Office of the State Superintendent of Education (OSSE)  
Free Summer Meals Program (FSMP)  
2011 APPLICATION**

Complete ALL applicable questions.

Due date is May 20, 2011

|   |                                     |
|---|-------------------------------------|
| Name of Agency:                               | District of Columbia Public Schools |
| DUN's Number:                                 | 9199-0046164-006                    |
| Federal Employer Identification Number (EIN): | 53-600-1131                         |

|   |  |   |                                  |  |
|---|--|---|----------------------------------|--|
| <b>1. Type of Agency:</b>                                       |  |   |                                  |  |
| Local Educational Agency<br><input checked="" type="checkbox"/> | Government<br><input type="checkbox"/> | Nonprofit Private Organization*<br><input type="checkbox"/> | NYSP<br><input type="checkbox"/> | Residential Camp<br><input type="checkbox"/> |

\*New nonprofit private organizations must submit documentation of their exemption under IRS 501(c)(3).

|                                     |   |   |   |
|-------------------------------------|---|---|---|
| <b>2. Type of Agency:</b>           |   |   |   |
| <input type="checkbox"/> Government | <input checked="" type="checkbox"/> Educational Institution | <input type="checkbox"/> Non Religious/Non Profit | <input type="checkbox"/> Faith Based/Non Profit |

|  |  |      |              |
|--|--|------|--------------|
| <b>3. Authorized Representative:</b> person who is legally and fiscally responsible for the agency's FSMP operations |  |      |              |
| Name and Title:  | Jeffrey Mills, Executive Director of Food Services |      |              |
| Address:   | 3535 V Street, NE Washington Dc 20018              |      |              |
| Phone:   | 202-574-7603                                       | Fax: | 202-576-7826 |
| Email:   | jeffrey.mills@dc.gov                               |      |              |

|  |  |      |              |
|--|--|------|--------------|
| <b>4. Contact Person:</b> person who OSSE should communicate with about the FSMP |  |      |              |
| Name and Title:  | Jeffrey Mills, Executive Director of Food Services |      |              |
| Address:   | 3535 V Street, NE Washington Dc 20018              |      |              |
| Phone:   | 202-574-7603                                       | Fax: | 202-576-7826 |
| Email:   | jeffrey.mills@dc.gov                               |      |              |

|  |   |   |   |
|--|---|---|---|
| <b>5. Other U.S. Department of Agriculture programs that the agency participates in:</b> <input type="checkbox"/> None |   |   |   |
| <input type="checkbox"/> CACFP   | <input checked="" type="checkbox"/> National School Lunch Program<br><input checked="" type="checkbox"/> School Breakfast Program | <input checked="" type="checkbox"/> Food Distribution/Commodities | <input type="checkbox"/> Special Milk Program |

|   |
|---|
| <b>6. Describe the type of ongoing year-round service the agency provides to the community. If no ongoing year-round service is provided, describe the primary purpose of the agency.</b> |
| District of Columbia Public Schools   |

|  |   |
|--|---|
| <b>7. Did the agency expend \$500,000 or more in federal funds during the most recently completed fiscal year?</b> |   |
| <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes, specify each source of federal funds and the amount expended for each OR submit an audit report along with this application: |

|  |                              |  |                                   |                                     |  |
|--|------------------------------|--|-----------------------------------|-------------------------------------|--|
| <b>8. Has the agency ever been determined seriously deficient in the operation of any Federal child nutrition program?</b>                                 |                              |  |                                   |                                     |  |
| <input checked="" type="checkbox"/> No   |                              | <input type="checkbox"/> Yes, provide explanation: |                                   |                                     |  |
| <b>9. Has anyone employed by the agency and who is involved in the administration of the FSMP, ever been convicted of fraud or abuse of federal funds?</b> |                              |  |                                   |                                     |  |
| <input checked="" type="checkbox"/> No   |                              | <input type="checkbox"/> Yes, provide explanation: |                                   |                                     |  |
| <b>10. Is the agency requesting Advance payments?</b>  |                              |  |                                   |                                     |  |
| <input checked="" type="checkbox"/> No   | <input type="checkbox"/> Yes | <input type="checkbox"/> June: \$                  | <input type="checkbox"/> July: \$ | <input type="checkbox"/> August: \$ |  |

|  |  |  |  |   |   |                                 |
|--|--|--|--|---|---|---------------------------------|
| <b>11. Operating Dates:</b>  |  | <b>Earliest Start Date: 6/27/2011</b>  |  | <b>Latest End Date: 8/5/2011</b>                                    |   |                                 |
| <b>12. Total Number of Sites:</b>  |  | 29   |  |   |   |                                 |
| <b>13. Meal Types:</b>   |  | <input checked="" type="checkbox"/> Breakfast  | <input type="checkbox"/> AM Snack  | <input checked="" type="checkbox"/> Lunch                           | <input type="checkbox"/> PM Snack       | <input type="checkbox"/> Supper |
| <b>14a. Meal Service:</b>  |  | <input checked="" type="checkbox"/> FSMP meal pattern requirements   |  | <input type="checkbox"/> NSLP meal pattern requirements (LEAs only) |   |                                 |
| <b>14b. Meal Time:</b>   | <input type="checkbox"/> Breakfast:<br>8:00-8:30 am<br>10:00-10:30 am<br>(MS ONLY) | <input type="checkbox"/> AM Snack  | <input type="checkbox"/> Lunch<br><b>12-1pm<br/>Elementary<br/>and ESY/SPED<br/>12:30-1pm<br/>Middle<br/>11:30-1pm High<br/>School</b> | <input type="checkbox"/> PM Snack<br>3-3:30 pm –<br>Elementary only | <input type="checkbox"/> Supper         |                                 |
| <b>15a. Source of Meals:</b>   |  | <input type="checkbox"/> Self Preparation <input checked="" type="checkbox"/> Vended – Name of food service vendor: Chartwells (26 schools); DC Central Kitchen (2 schools); and Revolution Foods (1 school) |  |   |   |                                 |
| For information about procurement of meals, contact the FSMP Program Specialist at 202-654-6116. |  |  |  |   |   |                                 |
| <b>15b. Commodities:</b> If eligible, does the agency want to receive USDA commodities?          |  |  |  | <input type="checkbox"/> No   | <input checked="" type="checkbox"/> Yes |                                 |

|   |  |  |  |
|---|--|--|--|
| <b>16. Administrative staff and site personnel must be trained annually on FSMP requirements. Documentation of the training must be maintained on file. Training of site personnel shall at the minimum, include:</b> |  |  |  |
| a) Purpose of the FSMP, b) site eligibility, c) recordkeeping, d) site operations, e) meal pattern requirements, and f) duties of a monitor.  |  |  |  |
| Date(s) of training for agency's administrative staff: (attach separate sheet if necessary)   |  |  |  |
| Date(s) of training for agency's site personnel: (attach separate sheet if necessary)   |  |  |  |

|   |                                   |
|---|-----------------------------------|
| <b>17. List all sources of income, other than USDA reimbursement, specifically designated for food service only.</b>  |                                   |
| a) Describe how this income will be used:   | Food costs, transportation, labor |
| <b>18. FSMP Budget</b> (Refer to the <i>USDA SFSP Administrative Guidance for Sponsors</i> handbook for assistance with preparing your budget.) <b>SEE ATTACHED</b> |                                   |
| Salaries/Labor:   | \$                                |
| Food  | \$                                |
| Nonfood supplies:   | \$                                |
| Food service equipment rental:  | \$                                |
| Building rental/Utilities/Telecommunications:   | \$                                |
| Transportation:   | \$                                |

|   |      |
|---|------|
| Office equipment/supplies:  | \$   |
| Other:  | \$   |
| Total Budget  | \$   |
| (Minus) Anticipated reimbursement based on projected number of meals served by type times rate of reimbursement for meal type<br>See FSMP Reimbursement Worksheet for assistance. | — \$ |
| Balance   | = \$ |

#### 19. Licenses

| Type                          | Expiration Date | License Number |
|-------------------------------|-----------------|----------------|
| BBL (Basic Business License)  |                 |                |
| CO (Certificate of Occupancy) |                 |                |
| CCL (Child Care License)      |                 |                |
| BUA (Building Use Agreement)  |                 |                |
| HI (Health Inspection)        |                 |                |

20. Administrative staff and site personnel must be trained annually on basic Food Safety requirements per the District of Columbia's, Department of Health regulations. Documentation of food safety training must be maintained on file during the FSMP operation period. Training of site personnel shall at the minimum, include persons handling food.

\*\*\* Training is **MANDATORY** for individuals that are not certified as Safe Food Handler's under the Department of Health. Please list the names of site personnel in need of this training.

Administrative staff: (attach separate sheet if necessary)

|  |  |  |
|--|--|--|
|  |  |  |
| Site personnel: (attach separate sheet if necessary) |  |  |
|  |  |  |

**CERTIFICATION AND STATEMENT OF ASSURANCE:** I certify that the information submitted on this Application, including attachments, is true and correct and am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. I assure that all children will be served the same meals, that there will be no discrimination in the course of the food service, and that if not a camp, the meals served will be free at all sites.

Sapna Batheja  
Signature of Authorized Sponsor Representative

5/20/11  
Date



# MEAL SITE INFORMATION SHEET

Please submit a sheet for each participating site *See Attached*

|  |  |                                    |                             |
|--|--|------------------------------------|-----------------------------|
| Name of Agency:                                    |  |                                    |                             |
| Site Number:                                       |  | Site Name:                         |                             |
| Has this site previously participated in the FSMP? |  | <input type="checkbox"/> Yes Year: | <input type="checkbox"/> No |

|  |                               |
|--|-------------------------------|
| 1. Organized and supervised system for serving meals <i>See Attached</i> |                               |
| Duty   | Person(s) Performing the Duty |
| Supervisor   |                               |
| Serve meals  |                               |
| Record point of service/meal counts                                      |                               |
| Clean up   |                               |

|   |
|---|
| 2. Describe arrangements within standards prescribed by State or local health authorities, for delivery and holding of meals until time of meal service and arrangements for storing and refrigerating any leftover meals until the next day. |
| All food is delivered from Foodservice Vendors (Performance Food Group/ Cloverland Dairy/Keany Produce) and prepared onsite.  |

|  |
|--|
| 3. Describe arrangements for food service during periods of inclement weather. |
| All food is served indoor on school site premises.                             |

|   |
|---|
| 4. What access to a means of communication is available for making necessary adjustments in the number of meals delivered in accordance with the daily number of children attending the site? |
| Any meal adjustments are communicated daily to Foodservice staff via Summer Site coordinator and adjusted accordingly.  |

|                     |  |   |
|---------------------|--|---|
| 5. a. Type of site: | <input checked="" type="checkbox"/> Open Site or <input type="checkbox"/> Open Restricted Site       | <input type="checkbox"/> Closed/Enrolled                          |
| b. Food service:    | <input type="checkbox"/> Self-preparation  | <input type="checkbox"/> Vended                                   |
| c. Meal Time:       | <input type="checkbox"/> Breakfast: <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch | <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper |

|  |  |
|--|--|
| 6. Does this site serve homeless children?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, provide below, sufficient information to indicate that the site is not a residential child care institution. |  |
|  |  |

**CERTIFICATION AND STATEMENT OF ASSURANCE:** I certify that the information submitted on this Application, including attachments, is true and correct and am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. I assure that all children will be served the same meals, that there will be no discrimination in the course of the food service, and that if not a camp, the meals served will be free at all sites.

*Syona Blatney*  
Signature of Authorized Meal Site Representative

*5/20/11*  
Date

**Office of the State Superintendent of Education  
Sponsor Permanent Agreement  
D.C. Summer Food Service Program  
Fiscal Year 2011**

In order to effectuate the purpose of Section 13 of the National School Lunch Act (42 U.S.C.1751) and Child Nutrition Act, as amended, and the regulations governing the Summer Food Service Program (SFSP) issues there under, the Office of the State Superintendent of Education, hereinafter referred to as the "State Agency," or "SA" and the

DC PUBLIC SCHOOLS

(Full Legal Name of Agency)

Whose address is 3535 V ST NE WASHINGTON, DC 20001  
(Street and Number and P.O. Box) (City) (State) (Zip Code)

referred to as the "Sponsor" and each site approved to participate under its jurisdiction shall agree as follows:

**THE STATE AGENCY AGREES THAT:**

1. To the extent of federal funds available, it will reimburse the Sponsor in connection with meals served to eligible children at sites listed in the Application for the Summer Food Service Program (SFSP) also known as the Free Summer Meals Program (FSMP) in the fiscal year(s) during which this Agreement is in effect.
2. The SA's agreement to reimburse the Sponsor is conditioned upon the continued availability of funds appropriated for FSMP purposes and no legal liability on the part of the SA for the payment of any money shall arise unless and until such appropriation shall have been provided.
3. Shall inform the Sponsor of its right to request a review of decisions made by the Department that affect the participation of the Sponsor in the SFSP or the Sponsor's *Claim for Reimbursement*.

**THE SPONSOR** represents and warrants that it is a nonprofit agency that has tax-exempt status under the Internal Revenue Code of 1986, as amended, or is a public entity to which the sites have delegated authority for the operation of their food service program. It is the governing body with the financial and administrative responsibility for the total program operations at all sites at which a food service is conducted

1. If it is a unit of local municipal, county, or State government, it directly operates the sites listed in the application and therefore is responsible for: managing site staff, including areas of hiring, conditions of employment and termination, and the management of the FSMP operations at sites during the period of FSMP participation.
2. If the sponsor administers National Youth Sports Programs (NYSP) sites, it must ensure that all children at these sites are enrolled participants in the NYSP.
3. Operate a nonprofit food service during any period from May through September for children on school vacation; or at any time of the year in the case of sponsors administering the Program under a continuous school calendar system.
4. Serve meals which meet the minimum nutritional requirements and provisions set forth in §225.16 during times designated as meal service periods by the Sponsor, or if a contracted vendor serves the meals, make certain that it fulfills the terms of this agreement, and serve the same meals to all children. When a school food service caters meals, a contract must be signed with the school food service that includes provision for daily adjustment of meal orders.

## THE SPONSOR AGREES TO:

1. Operate a nonprofit food service using all the income solely for the operation or improvement of such service, except such income shall not be used to purchase land, to acquire or construct buildings, or to make alterations of existing buildings.
2. Serve meals to all children without cost to the children, except camps may charge for meals served to children who are not served meals under the FSMP.
3. Notify the SA, **IN ADVANCE**, of any changes in program operations, such as additions of feeding sites, additions of meals, changes in times of meals, or an increase in authorized daily participation levels.
4. For outdoor sites, provide a SA-approved alternate site in the event of inclement weather. The alternate site must be able to accommodate the number of children estimated on the site information.
5. Maintain full and accurate records of the program including records of costs incurred in the administration and operation of the FSMP, income and reimbursement payments, and retain such records for a period of three years following the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case records shall be retained until all issues raised by the audit or investigation have been resolved.
6. Comply with the State and federal audit requirements specified in OMB Circulars A-87, A-110, A-133, and USDA regulations 7CFR 3015, 3016, and 3019, and any amendments to these circulars.
7. Upon request, **make all accounts and records pertaining to the FSMP available to the SA**, USDA, or other authorized officials for audit or administrative review at a reasonable time and place.
8. Certify that all sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children expected to be served.
9. Provide adequate supervisory and operational personnel for overall monitoring and management of each food service operation, **visit all food service sites at least once in the first and fourth weeks of operation**, promptly take action as necessary to correct deficiencies if found at the time of the initial visit, maintain a reasonable level of site monitoring, and document visits.
10. Provide documentation that its food service will serve an area in which poor economic conditions exist or, if a camp, certify that the application for free or reduced-price meals or Meal Benefit Application (MBA) will be collected to verify a child's eligibility for a free meal. Use the current year MBA developed by the SA. The Sponsor is to make no changes in the income application/MBA unless approved to do so by the SA.
11. Notify the SA in advance when planning to take meals off site on day trips or field trips.
12. **Train administrative and site personnel in the requirements of the FSMP** and cover the subjects contained in the training outline provided in 7 CFR 225.19(1) and the *Administrative Guidance for Sponsors*.
13. In a "camp," maintain a roster for each session which includes the name of each child in attendance at the session.
14. Submit a public release announcing the availability of the FSMP to children. This public release shall be sent to the media serving the area in which children will participate in the FSMP. Camps shall annually announce to all participants the availability of free meals for eligible children.

15. Serve each meal as a unit and make no changes in the time of any meal service period until such changes are submitted to and approved by the SA.
16. Follow federal regulations when meals are obtained from a commercial meal vendor or Food Service Management Company (FSMC). Follow required bidding procedures when the food contract will exceed \$100,000 (or lower if local procurement standards are lower) 7 CFR 225.15(h). In every case, procurement transactions must provide for maximum open and free competition consistent with the provisions of the Regulations.
17. Submit to the SA, copies of all contracts between Sponsors and the FSMC or meal vendors, along with a certification of independent price determination prior to the beginning of program operations. Also, **permit the SA to have a representative present at all commercial meal vendor procurement bid openings. All bids totaling \$100,000 or more must be submitted to the SA for approval before acceptance.**
18. Complete an administrative and operating budget for SA review and approval detailing the projected administrative and operational expenses which a sponsor expects to incur during the operation of the Program.
19. Issue a statement of policy for serving free meals at all sites under its jurisdiction in accordance with 7 CFR 225.6(c).
20. If a camp, the Sponsor must submit to the SA a copy of its hearing procedures.
21. **Claim reimbursement** only for the type or types of meals specified in the agreement and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in the agreement and served without charge to children who meet the FSMP income standards. Report only the number of meals *served* to eligible children and that meet approved meal pattern requirements and report separately the number of meals served as firsts and as seconds for each type of meal approved.
22. **Submit Claims for Reimbursement** by the 30th day of the month following feeding operations based on accurate meal service records. For any Claim submitted after 30 days, a Corrective Action Plan will be submitted indicating how this problem will be rectified. Further, SFSP regulations state, "No payment shall be made for *Claims* submitted later than 60 days after the month unless an exception is granted by FNS."

**THE STATE AGENCY AND THE SPONSOR MUTUALLY AGREE THAT:**

1. The SA shall promptly notify the Sponsor of any change in the minimum meal requirements or in the assigned rates of reimbursement.
2. The SA will not reimburse the Sponsor for meals received under contract or prepared on-site which are in poor condition (i.e., sour milk, frozen food, etc.) or have missing components. If the meal service is contracted, meals must be inspected upon receipt to determine the condition and to confirm that the required components are included.
3. **Any Sponsor entering into a contract with a FSMC shall use a standard contract established by the SA.** For Sponsors that are public entities, Sponsors with exclusive year-round contracts with a FSMC, and Sponsors whose FSMC contract(s) do not exceed \$10,000, may use their existing or usual form of contract if such form of contract has been submitted to and approved by the SA.
4. SA's approved for participation shall operate their food service program in accordance with the provisions of this Agreement and any instructions issued by the USDA Food Nutrition Service (FNS) or the SA which are not inconsistent with the provisions of this Agreement.

5. The SA has established hearing and appeal procedures to be followed by a Sponsor and FSMC. The procedures are outlined in "Hearing and Appeal Procedures."

## REQUIREMENT FOR MEALS

1. Agrees to provide for organized food service to be conducted at each program site approved for participation in the FSMP and agrees to conduct all activities and meal services at the same location, unless otherwise noted on the site information sheet and approved by the SA.
2. Understands that sites participating in the FSMP shall be approved to serve one meal per day, unless facilities capable of holding hot or cold meals within the temperatures required by the State or local health regulations are available at each food service site or arrangements have been made for separate meal delivery to each site within one hour of the meal service.
3. Understands and agrees that in the storage, preparation, and service of food to maintain proper sanitation and health standards in conformance with all applicable State and local laws and regulations. The SA will not reimburse the Sponsor for meals served after the safe holding period as determined by the Health Department.
4. **Maintain children on-site while meals are consumed. No meal, or portion of any meal, can be taken off the premises of the designated and approved food service site.**
5. Agrees that no site that is a camp or migrant program shall be approved for reimbursement for more than three meals per day. No service institution or that is not a camp or migrant program shall be approved for more than two meals per day or one meal and one snack.
6. Three hours shall elapse between the beginning of one meal service and the beginning of another including supplements/snacks, except four hours shall elapse between the service of lunch and a supper when no other meal is served between lunch and supper (unless the sponsor has been approved by the SA for a meal serve timeframe waiver).
7. **Lunch service must be scheduled to begin no earlier than 11:00 am and no later than 2:00 pm.**
8. **The Sponsor understands and agrees that the service of supper must begin no later than 7 p.m. and in no case may the service of supper extend beyond 8 p.m.**
9. **The duration of meal service shall be limited to two hours for lunch or supper and one hour for all other meals.** If the meal time restrictions present a barrier to site participation in the FSMP, the Sponsor must submit a written request for exemption to the SA.
10. **Menu items are not to be deep fat fried, pre-fried, and/or flash-fried as a cooking method (this includes and not limited to any meal component that is cooked by total immersion of a cooking oil or fat).**
11. Agrees to prepare meals with the intention of serving one meal per child per day
12. Each meal shall contain, as a minimum, the indicated food components.
  - a. A **breakfast** shall contain:
    - (1) One-half pint of milk as a beverage.
    - (2) One-half cup of fruit or vegetable, or fruit juice.
    - (3) One slice of whole-grain or enriched bread, or three-fourths cup of whole-grain or enriched fortified cereal.

- b. A **lunch or supper** shall contain:
  - (1) One-half pint of milk as a beverage.
  - (2) Two ounces (edible portion as served) of cooked lean meat, poultry, fish or cheese; or one egg; or one half cup of cooked dry beans or peas; or four tablespoons of peanut butter; or an equivalent quantity of any combination of the above listed foods.
  - (3) A three-fourths cup serving consisting of two or more vegetables/fruits or both.
  - (4) One slice of whole-grain or enriched bread; or a serving of cornbread, biscuits, rolls, muffins, etc. made of whole-grain or enriched meal or flour.
- c. A **supplemental meal** (snack) shall contain two of the following (milk and juice only may not be served at the same supplemental meal):
  - (1) One-half pint of milk as a beverage.
  - (2) One ounce of meat or meat alternate.
  - (3) Six fluid ounces of full-strength fruit or vegetable juice, or three-fourths cup fruit or vegetable.
  - (4) One slice of whole-grain or enriched bread, or an equivalent quantity of cornbread, biscuits, rolls, muffins, etc. made of whole-grain or enriched meal or flour; or three-fourths cup or one ounce of whole-grain or enriched or fortified cereal or an equivalent quantity of any combination of those foods.
- 13. The Sponsor agrees that the quantities of food specified above are the minimum amounts of foods to serve. Smaller amounts of these foods may be served if participating children are under six years of age and if the sponsor can demonstrate to the satisfaction of the SA that it has the capability of controlling portion size so as to ensure variations in portion size are in accordance with the age levels of the children served. The meal pattern requirement for appropriate ages contained in the Child and Adult Care Food Program (CACFP) regulations may be served.
- 14. The Sponsor understands that sponsors approved to serve meals to children under 1 year of age shall be required to comply with the applicable infant meal patterns contained in the CACFP regulations (7 CFR Part 226.20).
- 15. The Sponsor understands that substitutions may be made by a sponsor if a child is unable, because of a medical or other special dietary need, to consume foods prepared according to FSMP regulations. Such substitutions may only be made when supported by a statement from a recognized medical authority which includes recommended alternate foods. Such statement must be kept on file by the sponsor.
- 16. The Sponsor agrees to serve only one meal by type, per day, per child participating in the FSMP except that in delivered meal program, excess meals may be served as seconds only after all participating children at the site's meal service have received one meal. The Sponsor shall not order or prepare meals for children at any site in excess of the site's approved level but may order or prepare meals above the approved level if the meals are to be served to adults performing necessary food service labor in accordance with Section 25.15(b)(3). Records of ordering meals shall be maintained to demonstrate positive action toward providing one meal by type per child per day.
- 17. The Sponsor may claim reimbursement for a number of second meals which does not exceed two percent of the number of first meals served to children for each meal type (breakfast, lunch, supplement, or supper) during the claiming period.
- 18. Second meals shall be served only after all participating children at the site's meal service have been served a meal.
- 19. The Sponsor agrees to ensure correct meal counts by counting meals at the point of meal service.

## **ADDITIONAL PROVISIONS FOR THE FOOD DISTRIBUTION PROGRAM**

1. The Sponsor understands and agrees that self-preparation and sponsors who purchase meals from a school that participates in the National School Lunch Program are eligible to receive commodities donated by the USDA to the SA.
2. The Sponsor understands and agrees that commodities will be requested and accepted only in such quantities as can and will be equally distributed and fully utilized by eligible programs but not to exceed the rates established by the USDA or the SA. Acceptance of commodities is automatic upon receipt of an allocation invoice. Rejections or reductions in the amount allocated will be made immediately to the SA. Only those commodities for which the program has an immediate need will be accepted. Every effort will be made to have a particular commodity used prior to the expiration of the period of utilization specified for that commodity.
5. The Sponsor agrees that commodities received under this Agreement will be used solely for the benefit of those persons served or assisted by the SFSP and will not be otherwise disposed of without prior written approval of the SA. Under no circumstances will USDA commodities be sold or traded. Such commodities will be used in addition to, and not in substitution for, commodities regularly purchased, and expenditures for food will not be reduced because of receipt of such donated commodities. (The preceding sentence does not apply to commodities distributed under the terms of Section 6 of the National School Lunch Act.)

## **CLAIMS FOR REIMBURSEMENT**

1. The Sponsor agrees that the final Claim for Reimbursement from the Sponsor shall not be paid until the Program expenditure report is submitted and reviewed by the SA.
2. The Sponsor may elect not to receive advance funding.
3. Each advance payment must be requested by the sponsor 30 days prior to the payment date.

## **CORRECTIVE ACTION AND TERMINATION**

1. The Sponsor agrees to take corrective action if the SA observes violations during the course of a site review.
2. The Sponsor understands that the SA may disallow any portion of a Claim for Reimbursement and recover any payment to the Sponsor not properly payable under 7 CFR 225.10(c).
3. The Sponsor agrees that if the SA observes meal service violations during the conduct of a site review, the SA may disallow as meals served to children all of the meals observed to be in violation.
4. The Sponsor understands and agrees that this Agreement may be terminated upon ten (10) days written notice on the part of either party, hereto, and the SA may terminate this Agreement immediately after receipt of evidence that the terms and conditions of this Agreement and of the regulations governing the program have not been fully complied with by the Sponsor.
5. The Sponsor understands that the terms of this Agreement shall not be modified or changed in any way other than by consent in writing of both parties hereto.

## **COMPLIANCE**

1. "The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88 -352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination

under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.”

“This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by the SA. This includes any agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.”

“By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on The Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.”

2. Whoever being a partner, officer, director, or managing agent connected in any capacity with any partnership, association, corporation, business, or organization, either public or private, that receives benefits under the Program, knowingly or willfully embezzles, misapplies, steals, or obtains by fraud, false statement, or forgery, any benefits provided by this Program, or any money, funds, assets, or property derived from benefits provided by this Program, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both (but, if the benefits, money, funds, assets, or property involved is not over \$200, then the penalty shall be a fine of not more than \$1,000 or imprisonment for not more than one year, or both).
3. If two or more persons conspire or collude to accomplish any act described in paragraph 1 and 2 of this Agreement and one or more of such persons do any act to affect the object of the conspiracy or collusion, each shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

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## CERTIFICATION STATEMENT

This is to certify that the Authorized Representative of the Sponsor indicated below has carefully read and understands the content of this Agreement and hereby enters into this Agreement with the Office of the State Superintendent of Education. Deliberate misrepresentation of the information regarding the Free Summer Meals Program will subject the Sponsor to prosecution under the applicable State and federal laws.

This Agreement is to be considered continuous, to be in effect beginning \_\_\_\_\_ and remain in effect until the State Agency or Sponsor terminates this Agreement or a new Agreement is issued due to substantive changes in the Summer Food Service Program.

SPONSOR:

*Sapra Batheja*  
*Signature of Authorized Sponsor Representative*  
**MANAGER, Compliance & Nutrition**  
*Name (printed or typed) & Title & Date*

STATE AGENCY:

\_\_\_\_\_  
*Signature of State Agency Representative*  
\_\_\_\_\_  
*Date*



**Office of the State Superintendent of Education  
D.C. Free Summer Meals Program**

**Permanent Policy Statement**

(NAME OF SPONSOR) DC Public Schools agrees to participate in the Free Summer Meals Program (FSMP) and accepts responsibility for providing Program benefits to eligible children in the Program.

The sponsor assures the Office of the State Superintendent of Education, that:

1. All children are served the same meal.
2. There is no discrimination in the course of the food service.
  - a. In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.
3. Except for camps, the meals served are free at all sites.
4. For camps that charge separately for meals:
  - a. The eligibility standards conform to the Secretary's family size and income standards for reduced price school meals.
  - b. The method or methods used in accepting applications from families for Program meals. ensures that households are permitted to apply on behalf of children who are members of households receiving food stamp, FDPIR, or TANF benefits using the categorical eligibility procedures described in §225.15(f);
  - c. The method used by camps for collecting payments from children who pay the full price of the meal prevents the overt identification of children receiving a free meal;
  - d. The camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals. Such hearing procedures shall meet the requirements set forth in paragraph §225.15(c)(5);
  - e. If a family requests a hearing, the child shall continue to receive free meals until a decision is rendered; and
  - f. There will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, age, or disability.

Sapna Batheja

Signature of Authorized Representative

SAPNA BATHEJA

Print/Type Name of Authorized Representative

MANAGER, COMPLIANCE & NUTRITION

Title of Authorized Representative

5/20/11

Date Signature

# SUMMER SCHOOL 2011 DCPS FOOD SERVICES BUDGET INFO

- Vendor: Chartwells:
- Operating at: Bruce Monroe, HD Cooke, Francis-Stevens, Thomson, Truesdell, Brookland, Noyes, Miner, Smother, Randle Highlands, Ketcham, Patterson, MC Terrell, Prospect, Mamie D Lee, Sharpe Health, Shaw @ Garnett Patterson, Ballou, McKinely, Coolidge, Eliot Hine, Eastern, Tubman, Marie Reed, Savoy, and School Without Walls

|  |               |
|--|---------------|
| <b>Salaries/Labor:</b>                               | \$ 219,049.78 |
| <b>Food</b>  | \$ 184,037.52 |
| <b>Nonfood supplies:</b>                             | \$ 16,567.34  |
| <b>Food service equipment rental:</b>                | \$ -          |
| <b>Building rental/Utilities/Telecommunications:</b> | \$ 2,500.00   |
| <b>Transportation:</b>                               | \$ 5,699.97   |
| <b>Office equipment/supplies:</b>                    | \$ 3,500.00   |
| <b>Other:</b>  | \$ 18,094.17  |
| <b>Total Budget</b>                                  | \$ 449,448.78 |

| <b>Training Schedule</b> | <b>Dates</b>  |
|--------------------------|---------------|
| Area Director training   | June 10, 2011 |
| All staff Training       | June 13, 2011 |
| Lead training            | June 21, 2011 |

- DCPS Pilot Vendors:
  - o Revolution Foods: operating at Tyler
    - **\$34,289.11**
  - o DC Central Kitchen: operating at Kenilworth and Walker Jones
    - **\$44,424.30**

**DCPS LIST OF SUMMER SITES**

| <b><u>SITE NAME</u></b>    | <b><u>ADDRESS</u></b>         | <b><u>PHONE</u></b> | <b><u>DATES</u></b> | <b><u>VENDOR</u></b> |
|----------------------------|-------------------------------|---------------------|---------------------|----------------------|
| Bruce Monroe               | 3560 Warder PI NW             | 202-576-6222        | 6/27-8/5            | Chartwells           |
| HD COOKE                   | 2525 17 <sup>th</sup> St NW   | 202-939-5390        | 6/27-8/5            | Chartwells           |
| Francis-Stevens EC         | 2425 N St NW                  | 202-724-4841        | 6/27-8/5            | Chartwells           |
| Thomson ES                 | 1200 L St NW                  | 202-898-4660        | 6/27-8/5            | Chartwells           |
| Truesdell EC               | 800 Ingraham St NW            | 202-576-6202        | 6/27-8/5            | Chartwells           |
| Brookland EC               | 1401 Michigan Ave NE          | 202-576-6095        | 6/27-8/5            | Chartwells           |
| Noyes EC                   | 2725 10 <sup>th</sup> St NE   | 202-281-2580        | 6/27-8/5            | Chartwells           |
| Miner ES                   | 601 15 <sup>TH</sup> St NE    | 202-397-3960        | 6/27-8/5            | Chartwells           |
| Tyler ES                   | 1001 G St NE                  | 202-939-4810        | 6/27-8/5            | Revolution Foods     |
| Smothers ES                | 4400 Brooks St NE             | 202-939-3600        | 6/27-8/5            | Chartwells           |
| Randle Highlands ES        | 1650 30 <sup>th</sup> St SE   | 202-729-3250        | 6/27-8/5            | Chartwells           |
| Kenilworth ES              | 1300 44 <sup>TH</sup> St NE   | 202-724-4643        | 6/27-8/5            | DC Central Kitchen   |
| Ketcham ES                 | 1919 15 <sup>th</sup> St SE   | 202-698-1122        | 6/27-8/5            | Chartwells           |
| Patterson ES               | 4399 South Capitol Terrace SW | 202-939-5280        | 6/27-8/5            | Chartwells           |
| MC Terrell ES              | 3301 Wheeler Rd SE            | 202-645-3740        | 6/27-8/5            | Chartwells           |
| Prospect LC                | 920 F St NE                   | 202-548-4380        | 7/5-7/29            | Chartwells           |
| Mamie D. Lee Center        | 100 Gallatin St NE            | 202-576-6090        | 7/5-7/29            | Chartwells           |
| Sharpe Health              | 4300 13 <sup>th</sup> St NW   | 202-576-6161        | 7/5-7/29            | Chartwells           |
| Walker Jones               | 1125 New Jersey Ave NW        | 202-939-5934        | 7/5-7/29            | DC Central Kitchen   |
| Shaw MS @ Garnet-Patterson | 2001 10 <sup>th</sup> St NW   | 202-673-7329        | 6/27-8/5            | Chartwells           |
| Ballou HS                  | 3401 4 <sup>th</sup> St SE    | 202-645-3400        | 6/27-8/5            | Chartwells           |
| McKinley HS                | 151 T St NE                   | 202-281-3950        | 6/27-8/5            | Chartwells           |
| Coolidge HS                | 6315 5 <sup>th</sup> St NW    | 202-671-6080        | 6/27-8/5            | Chartwells           |
| Eliot-Hine MS              | 1830 Constitution Ave NE      | 202-939-5380        | 6/27-8/5            | Chartwells           |
| Eastern HS                 | 1700 East Capitol St NE       | 202-698-4500        | 8/8-8/12            | Chartwells           |
| Savoy                      | 2400 Shannon Place SE         | 202-939-2000        | 6/27-8/5            | Chartwells           |
| Marie Reed                 | 2201 18 <sup>th</sup> St NW   | 202-673-7308        | 6/27-8/5            | Chartwells           |
| Tubman                     | 3101 13 <sup>th</sup> St NW   | 202-673-7285        | 7/11-7/29           | Chartwells           |
| School Without Walls       | 2130 G St NW                  | 202-645-9690        | 6/27-8/5            | Chartwells           |
|                            |                               |                     |                     |                      |